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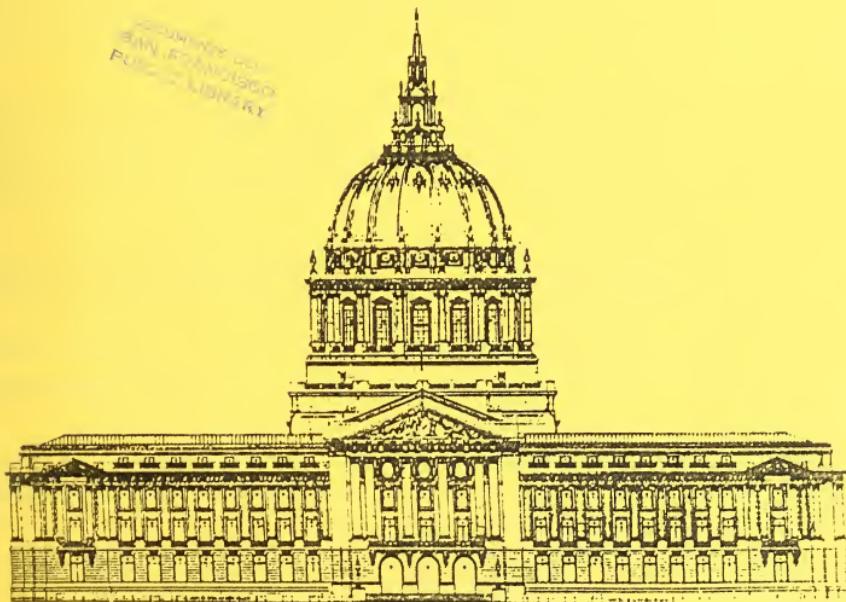




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ADDENDUM TO THE  
STATEMENT OF REQUIREMENTS  
  
PAYROLL~PERSONNEL SYSTEM  
DEVELOPMENT



CITY AND COUNTY OF SAN FRANCISCO

JOHN C. FARRELL  
CONTROLLER

NOVEMBER 1982

JANE IRWIN  
PAYROLL DIRECTOR

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ADDENDUM

Payroll/Personnel System Development  
Statement of Requirements  
October, 1982

This document specifies changes made to the Statement of Requirements published in March, 1982. These changes to system requirements reflect the comments, corrections, or new information supplied by employees of City departments or by the project staff itself. Not all comments, however, resulted in changes to the original document. Nevertheless, the project management and staff greatly appreciate the efforts of all City employees who contributed to this review of payroll personnel system requirements.

The Addendum is arranged in the same sequence as the Statement of Requirements. Each change is identified by a page reference to the Statement of Requirements, the source of the change and summaries of the contributor's comments and the project staff's response.

The Payroll Director wishes to recognize the following City employees who generously contributed their written comments:

MAYOR'S OFFICE

Peter Henschel

CONTROLLER'S OFFICE

Dave Fong  
Chris Baldo  
Stan Stephens  
Hal Schaffer

CONTROLLER'S OFFICE (I.S.D.)

Henry Nanjo  
Tom Gerughty  
Ray Choy  
James Wong  
Kuni Takeshita  
Stimson Lowe

PUBLIC UTILITIES COMMISSION

Harold Guetersloh

PUBLIC HEALTH (S.P.G.H.)

Jim Ilnicki  
Larry Lai

CIVIL SERVICE

Dorothy Yee  
Roberta McDonough

HEALTH SERVICE

Randall B. Smith



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PAGE: 4

SOURCE/DEPARTMENT: Peter Henschel, Mayor's Office

COMMENT: Peter asks under what conditions would labor distribution not be compatible with the objective to facilitate PAMIS and MBO reporting.

RESPONSE: Revised wording has been developed to more clearly state the issue.



3. Calculation of gross pay must be automated, based upon hours whenever possible, and should include all premium and special pay.
4. All taxes and deductions must be accurately computed and tracked, including garnishments, to facilitate reporting to the employee and to over 150 deduction organizations. The warrant stub should be the primary medium for reporting pay-related data to the employee.
5. The system must provide full capability to process all types of payroll-related adjustments.
6. Labor distribution support must be provided to facilitate FAMIS and MEO financial and management reporting. However, this support will be limited. The complexity and the volume of input transactions associated with providing labor distribution support cannot be allowed to jeopardize the primary objective of paying employees accurately and on a timely basis.
7. Retirement plan membership must be identified and all types of retirement deductions automatically processed. Deduction information and paid service hours must be provided to the Retirement System.
8. Health Service plan membership must be identified and all related deductions automatically processed. This information must be provided to the Health Service System.
9. Comprehensive personnel information must be maintained on each employee. This data must be sufficient to support Civil Service responsibilities across the full range of employee actions and in the areas of audit, classification, position control and EEO reporting. Support must also be provided to the extent possible in performance evaluation, labor relations and skills inventory.
10. Automatic maintenance of vacation and sick leave balances must be provided as well as limited support for floating holiday and compensatory time tracking.



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PAGE: 15

SOURCE/DEPARTMENT: Dave Fong, Controller

COMMENT: Recommends point #8 be revised to include a reference to trust fund responsibilities.

RESPONSE: Revise #8 to include this.



8. Create accounting entries for charging departmental appropriation accounts for total payroll costs, and for accounting and reconciling payroll deductions in the trust fund.
9. Issue W-2's to employees at year end.
10. Perform all data processing functions required to generate timerolls, payrolls, and warrants.
11. Release payrolls and warrants to departments for distribution of checks to employees.
12. Perform the City's S.D.I. and S.U.I. processing.

During fiscal year 1981-82 the Controller's Office will process over 1,000,000 pay warrants representing over \$700,000,000. in gross wages and benefits.

#### CIVIL SERVICE

Under Charter Section 3.661, the Civil Service Commission is the employment and personnel department of the City and County of San Francisco and is required to perform the following functions:

1. Adopt rules governing applications for employment, examinations, eligibility, duration of lists, certification of eligibles, appointments, promotions, transfers, resignations, lay-offs, filling of positions, and classification.
2. Establish regulations for certifying the appropriate employee organization to represent employees grouped by class into bargaining units.
3. Investigate charges of unfair labor practices.



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PAGE: 36

SOURCE/DEPARTMENT: Hal Schaffer, Controller

COMMENT: Hal has outlined a need for special reports for COWCAP and CAP purposes. These involve:

Within budget unit (department/division/section)

Employee counts by status

Employee counts by retirement plan

Employee counts by health service plan.

Certain employees such as board and commission members would be excluded. These counts would be needed monthly.

Ideally, the system would have the ability to save the monthly figures and average them on a quarterly and annual basis.

RESPONSE: Reward point 14 to mention COWCAP counts. The data elements needed to categorize employees and make these counts are provided for. Also, on page 36 we state that the system will include "a report generator which can retrieve any data stored by the system." That capability should allow us to meet COWCAP special report needs. However, some of the information they desire is beyond our scope to provide, such as data on SFUSD employees. We should consider saving the monthly figures to avoid the tedious manual averaging process if this should prove practical.

For reference a fuller description of reporting needs is included below.



## CAP & COWCAP INFORMATION REQUIREMENTS

The information desired from the Payroll/Personnel System for CAP and COWCAP purposes is a monthly count of active employees by retirement plan, health service plan and employment status within budget unit.

ACTIVE EMPLOYEES refers, in general, to employees who are being paid. Employees who are not being paid because they are on personal leave, educational leave or any other type of long-term unpaid leave are considered inactive and should not be counted. In addition, the count of active employees must bypass board and commission members. In the SFUSD the Superintendent of Schools must also be bypassed.

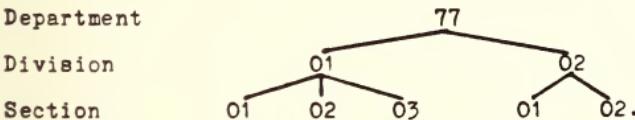
The active employee count must provide for two types of counts:

Basic Count -- a simple count of the number of active employees

Full-Time Equivalent Count -- a count that is adjusted for employees who do not work full-time. For example, two employees working half-time would count as one FTE employee.

BUDGET UNIT refers to the lowest level of the FAMIS Department/Division/Section structure at which the employing department prepares its budget. Every unique combination of FAMIS Department/Division/Section used by an organization in FAMIS is a budget unit.

For example, assume a department is budgeted at the Section level as follows:



The department thus has five budget units: 770101, 770102, 770103, 770201 and 770202.

If the department was budgeted at the Division level, it would have two budget units: 770100 and 770200.

If the department was budgeted at the Department level, it would have one budget unit: 770000.

Every employee of a department must be identified as belonging to one of the budget units.

Within budget unit, an active employee count must be provided by RETIREMENT PLAN, HEALTH SERVICE PLAN and EMPLOYMENT STATUS.



10. Automate the mass change of pay rates, health plan and pension plan deduction rates.
11. Provide alternatives to paper for system reports.
12. Fully automate the interface between the payroll system and PAMIS.
13. Provide the tools to issue "emergency" warrants.
14. Provide a report generator which can retrieve any data stored by the system to facilitate producing one-time and custom reports such as special COWCAP employee counts.
15. Minimize system maintenance which must be performed by programmers.
16. Provide a system capability to store historical information.
17. Provide a system designed to support ease of change and enhancement.



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PAGE: 47

SOURCE/DEPARTMENT: Chris Baldo, Controller's

COMMENT: Chris says payroll input data should be validated against two static FAMIS files during special fiscal year-end processing (mid June to late July).

RESPONSE: Add to point #2 in the list of required files that FAMIS current and prior year sets of static information (Index Codes, Subobjects, Project/WorkPhases, Departmental Defined Data) are needed during the period in which both fiscal years are open to posting (mid June to late July). Also see page 181.



b. FUNCTIONAL REQUIREMENTS

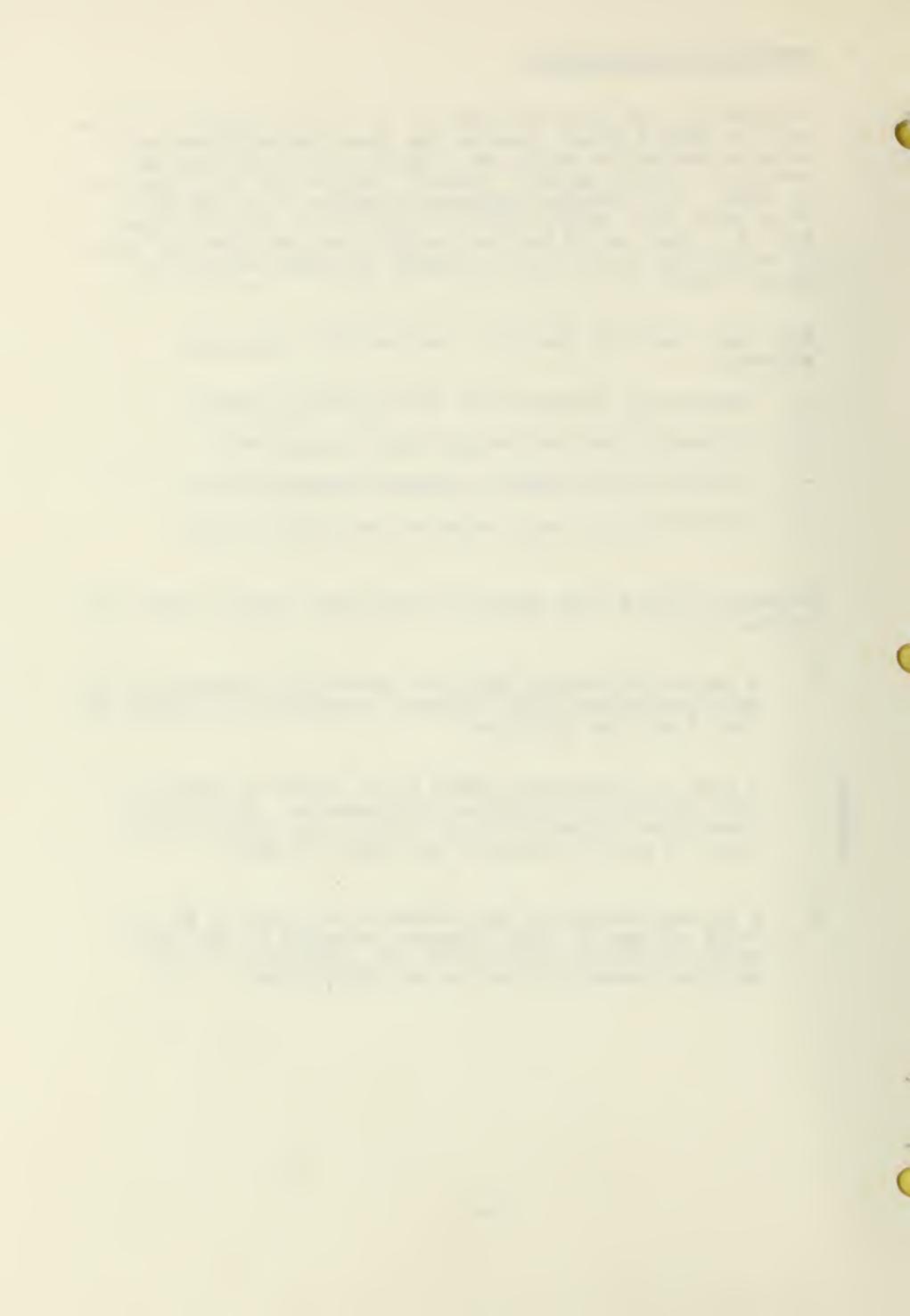
In general, the time reported to the central payroll system will be ACTUAL hours, meaning the hours of work and of absence during the employee's regular schedule plus any additional hours worked. However, there will be exceptions to this. For example, uniformed employee's of the Fire Department work unique "tours" whose hours vary from pay period to pay period but for which gross pay does not vary. In situations like this, the hours reported may not be actual hours.

The time reporting function involves four essential elements:

- Generating "turn-around" time reporting media
- Recording time and related data on the media
- Converting the data to computer readable form
- Validating the input data and reporting errors.

To support these time reporting functions various files must be available:

1. A Payroll/Personnel Employee Master File containing all employee-related data elements necessary to support the time reporting function.
2. A copy of appropriate FAMIS files needed to support time reporting validation requirements. Both current fiscal year files and prior fiscal year files will be required while both years are open in FAMIS.
3. A Payroll/Personnel Edit Table(s) holding all of the valid values for data elements required by the time reporting function which are not contained in the Employee Master File or in the FAMIS Files.



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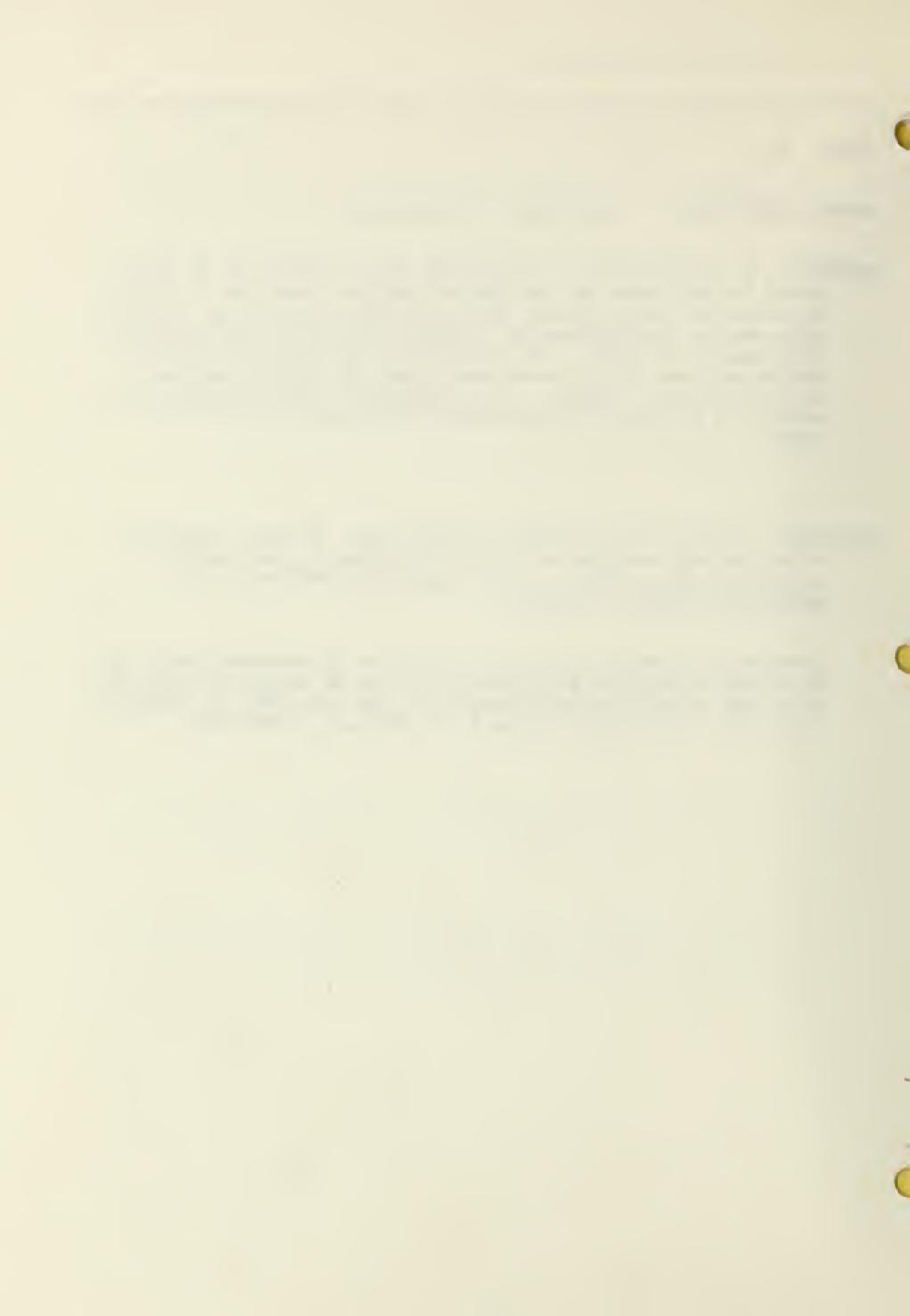
PAGE: 51

SOURCE/DEPARTMENT: Chris Baldo, Controller

COMMENT: A requirement is noted that full validation of labor codes be performed by the payroll system, and that it should be performed early enough in the payroll process to facilitate making corrections to minimize the amount of erroneous data passed to FAMIS. In a follow-up meeting Chris also indicated that it is unnecessary for the payroll system to generate default values. The incorrect codes are frequently useful in helping the accountants determine the correct codes.

RESPONSE: Improve the wording of point #6. We have committed to a thorough validation of all data coming into payroll including labor codes. Also remove the reference to generating default values.

Correcting erroneous data is really an operational issue and we cannot commit to any specific level of support until we have some production experience and can see what is feasible within the time limit imposed for warrant production.



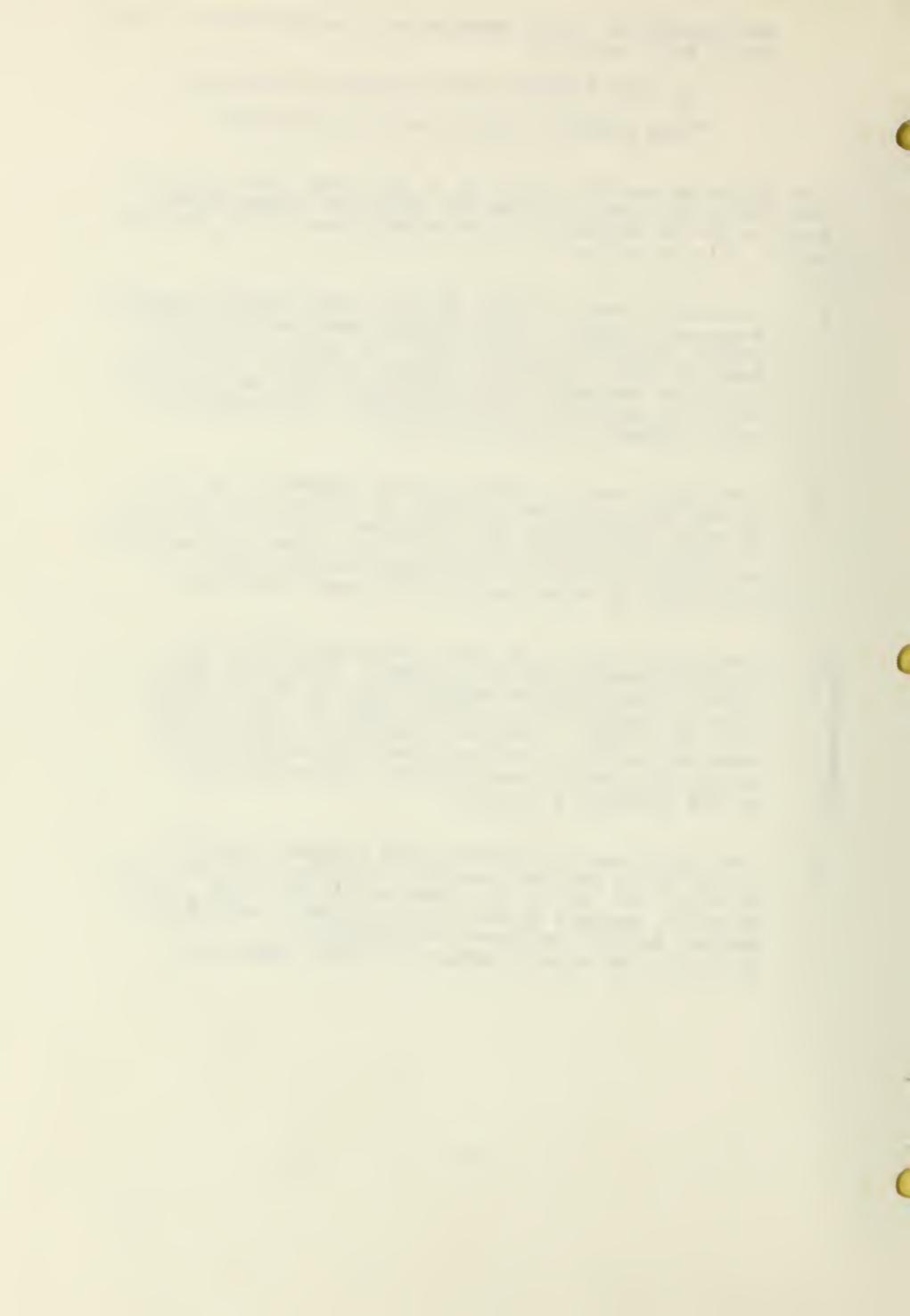
An appropriate error message must be generated if these tests fail, such as:

"NO TIME REPORTED FOR ALL-POSITIVE EMPLOYEE"

"TIME REPORTED FOR NON-ACTIVE EMPLOYEE".

The following validity testing is dependent upon the above test being successful. That is, the time being reported must be for an employee who is established in the employee master file as Active.

4. A validity test of Total Regular Time Reported against Employee's Regular Work Schedule must be provided to insure that the two are equal for employees whose Schedule Code indicates regular full-time or regular part-time and whose Time Reporting Code indicates that exception reporting is not allowed - generating an error message if the test fails.
5. A validity test of Overtime Code against a payroll system table must be provided to insure that the code is valid and against the employee's master record Paid Overtime Eligibility Code to insure that this employee is eligible to use the recorded overtime code -- generating an error message if either test fails.
6. A validity test of any Labor Code reported on an exception basis must be provided. This test will involve comparing the component parts of the Labor Code to the appropriate FAMIS files to insure that the codes exist. (Validity testing of Labor Codes preestablished for the employee will be performed during file maintenance when the codes are added to the employee's record)
7. A validity test of Absence Code against a payroll system table must be provided to insure that the code is valid and, if it is a tracked absence type such as Vacation, compare against the employee's appropriate absence balance to insure eligibility -- generating an error message if either test fails.



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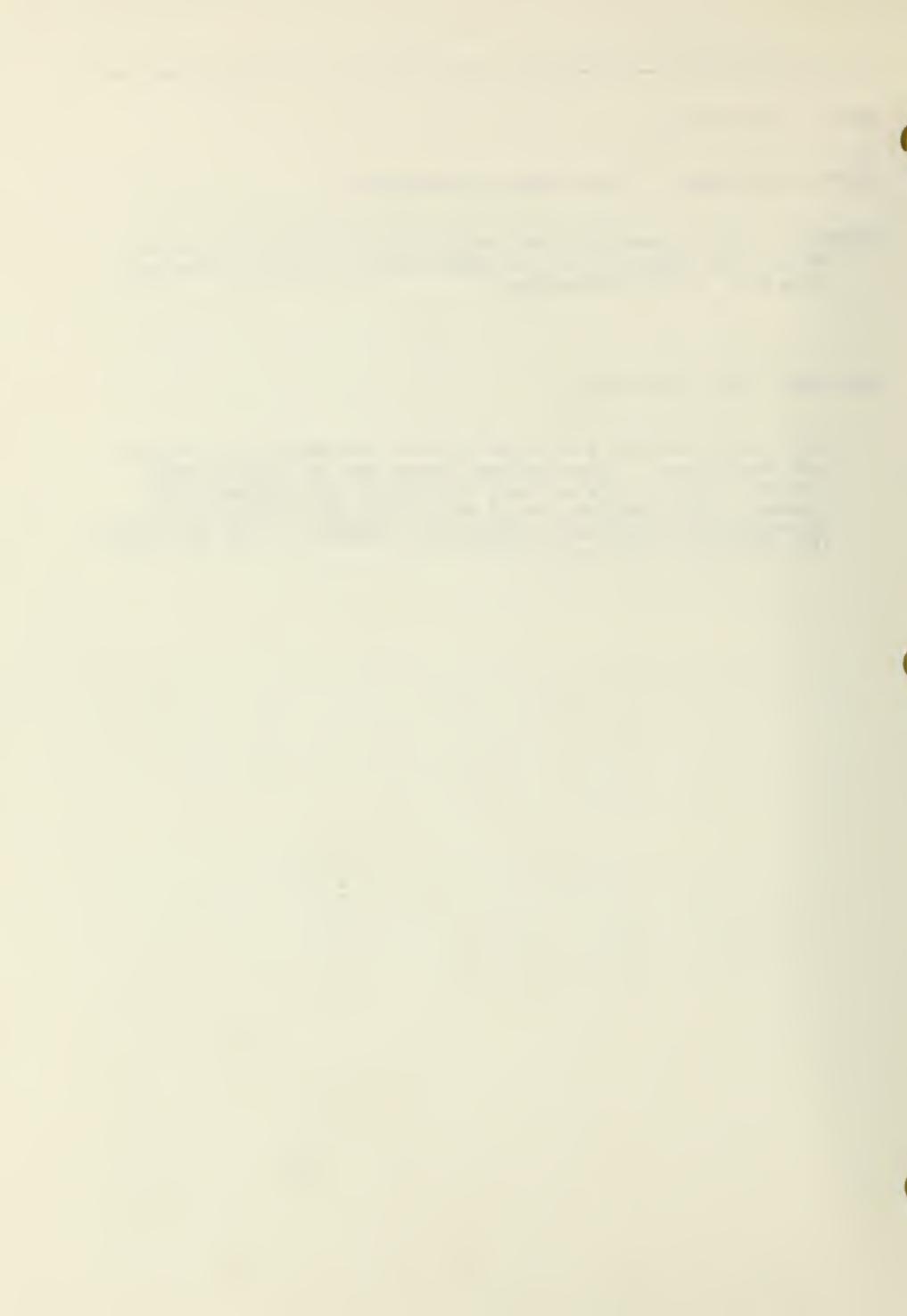
PAGE: 53 and 244

SOURCE/DEPARTMENT: Chris Baldo, Controller

COMMENT: Chris notes that the Department-Defined Data Field, which is a component of the Labor Code, is being enlarged from four to six characters.

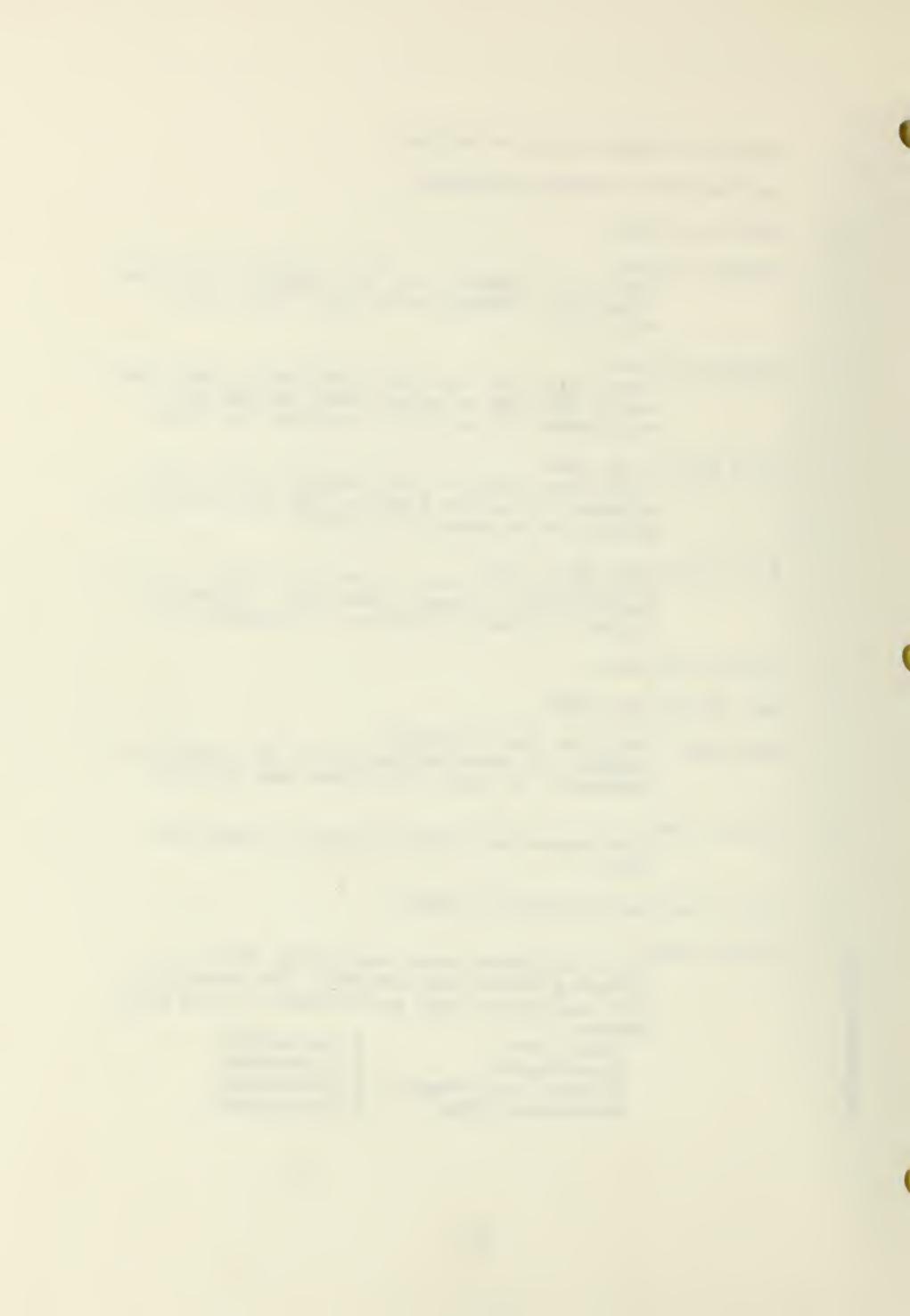
RESPONSE: Add the change.

Labor Code has now gone from fifteen characters to twenty-one characters. Those systems which had no trouble with fifteen characters also have no trouble with twenty-one. However, the intended use of this field has changed with potentially significant impacts for payroll. Also see pages 187, 242, 244, 247, and 248.



- Division (FAMIS Division Number)
- Section (FAMIS Section Number)
- Position Number
- Location Code
  - (physical location of the employee for time reporting - departments will define and control)
- Document Number
  - (equivalent of the FAMIS Document Number and would identify a significant sub-group of employees for audit and control purposes)
- Time Reporting Code
  - (indicates whether the employee Is/Is NOT allowed to report time to the central payroll system on an exception basis)
- Time Reporting Cycle Code
  - (indicates the time processing cycle to which the employee belongs, such as: Biweekly-Cycle-1, Biweekly-Cycle-2, Monthly-Cycle-1)
- Processing Date
- Pay Period End Date
- Employee's Regular Work Schedule
  - (number of non-overtime hours the employee is scheduled to work during the pay period)
- Status Code
  - (indicates employee is Active, Separated, etc.)
- Paid Overtime Eligibility Code
- Labor Code
  - (a 21-character code containing four elements which are necessary for recording the employee's time and charges in the FAMIS System:

Index Code	- 6 characters
Sub-Object	- 4 characters
Project Work-Phase	- 5 characters
Department Data	- 6 characters



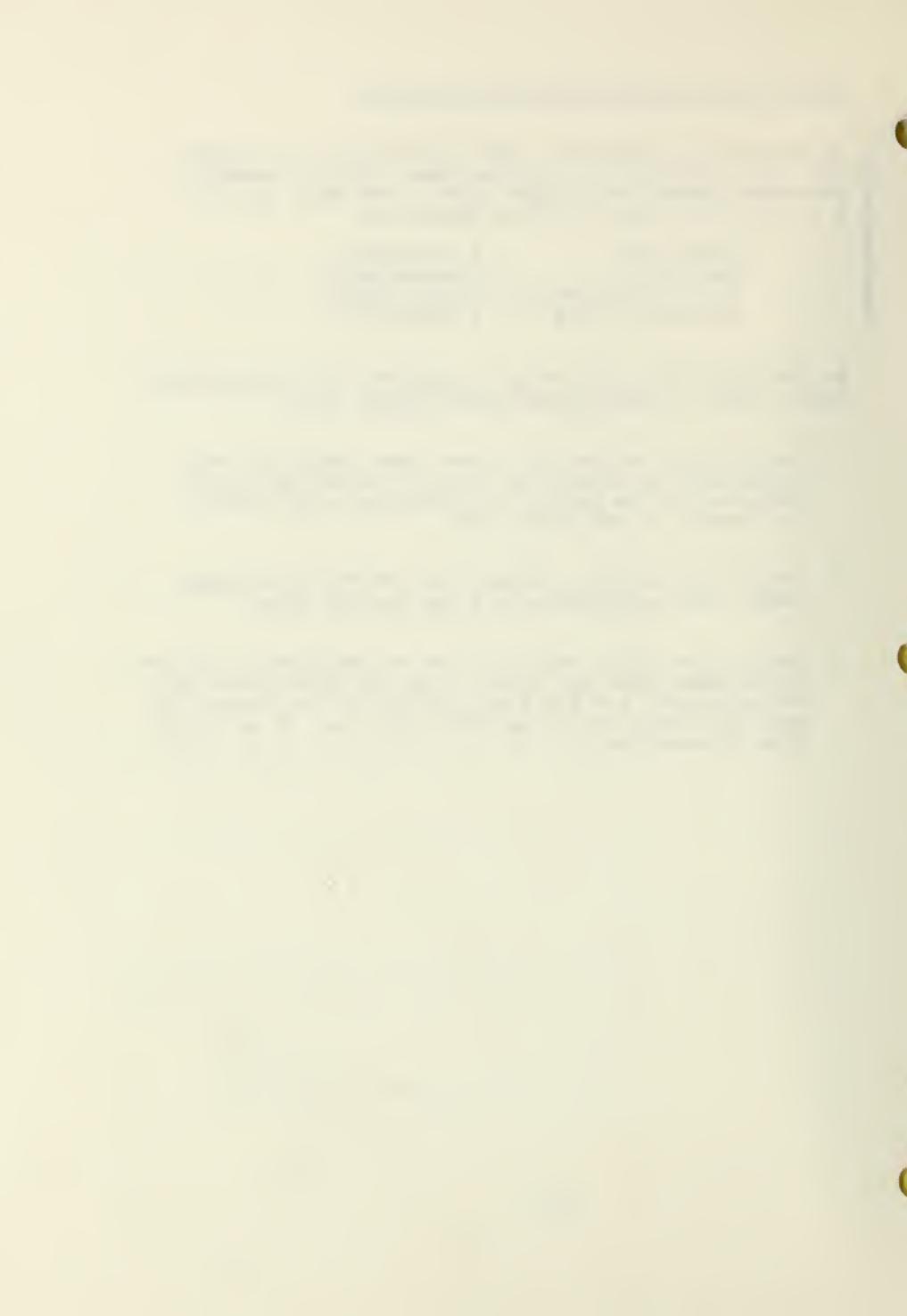
### Supporting Pre-Established Distribution

As described in "Payroll - Time Reporting," the essential labor distribution coding comes into the payroll/personnel system via a labor code. The labor code is a 21-character code with four components:

Index Code	- 6 characters
Sub-Object	- 4 characters
Project Work-Phase	- 5 characters
Department Data	- 6 characters.

To facilitate the reporting of employee time to specific labor codes the payroll/personnel system will:

1. Provide for holding up to ten labor codes per employee with an associated hour or percentage figure designating how much of the employee's time should be charged to the labor code.
2. Provide for adding, changing and deleting employee labor code assignments on a pay period basis.
3. Provide for distributing all of an employee's time and costs based upon the labor codes pre-established for the employee, and for distributing the net amount of time and costs remaining after the input of an exception transaction.



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PAGE: 54

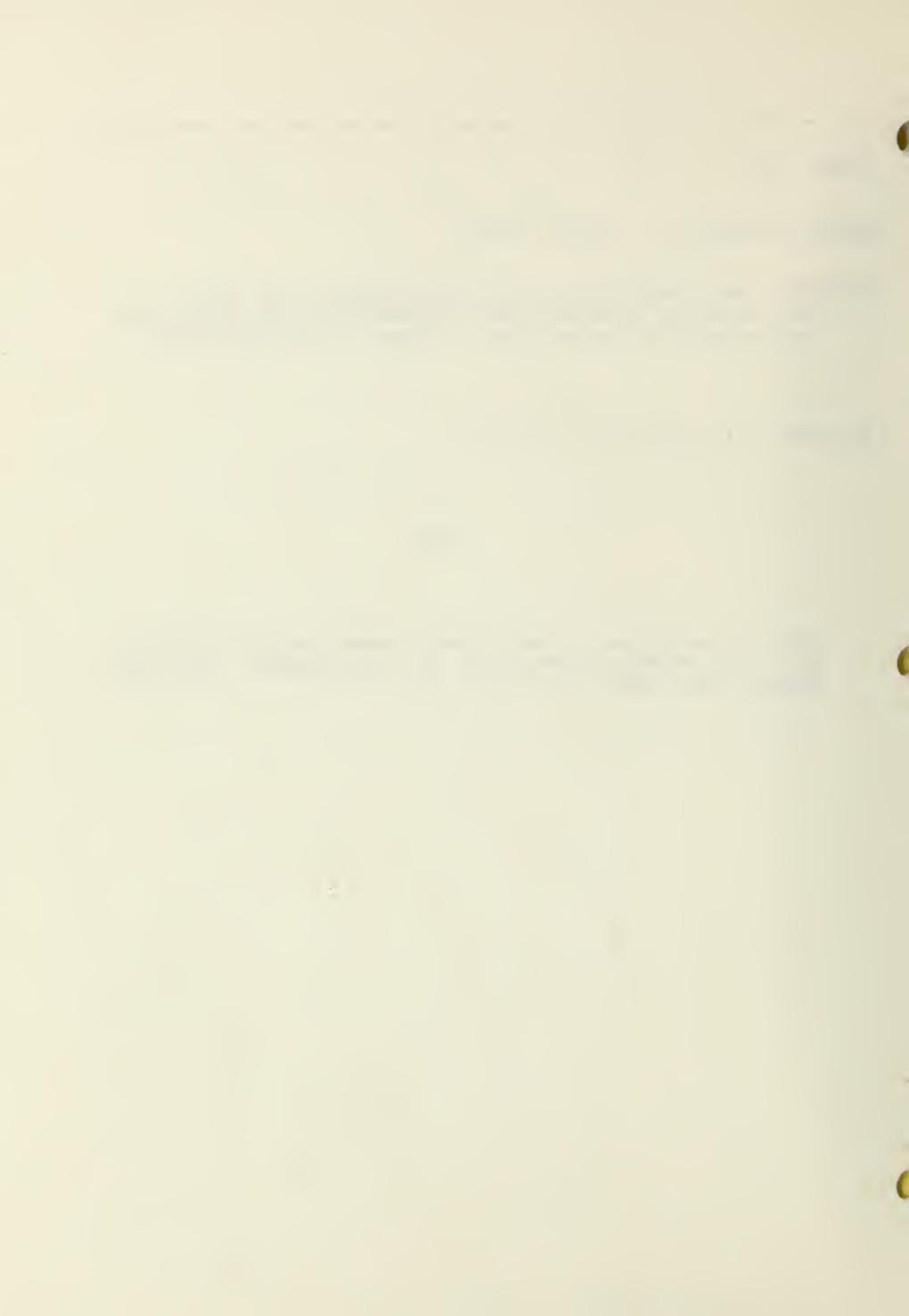
SOURCE/DEPARTMENT: Project Staff

COMMENT: Pay Period Daily Dates and Schedule Code were identified as necessary data elements but were mistakenly not included in the original Statement of Requirements.

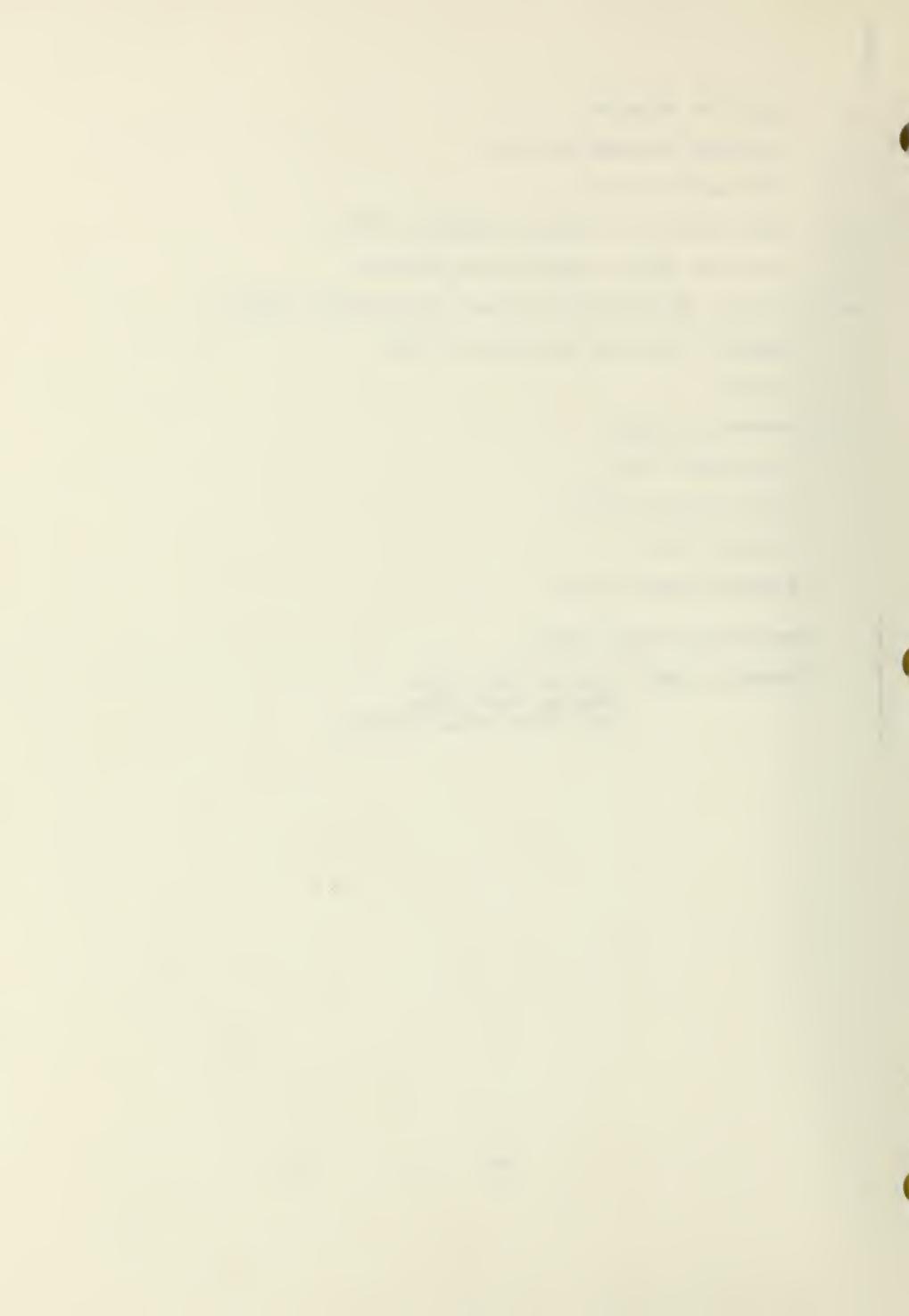
RESPONSE: Add these data elements.

ALSO

Drop the reference to the probable expansion of the Labor Code. It is now superseded by new developments. See also pages 53 and 244.



- Vacation Balance
- Floating Holiday Balance
- Sick Leave Balance
- Sick Disability Credits Balance (SDC)
- Overtime Earned (Comp Time) Balance
- Special Earnings Code (such as Bilingual Pay)
- Special Earnings Occurrence Code
- Amount
- Number of Hours
- Hours Type Code
- Shift Premium Code
- Overtime Code
- Absence Symbol Code
- Pay Period Daily Dates
- Schedule Code (Regular Full-Time  
Regular Part-Time  
Part-Time Intermittent).



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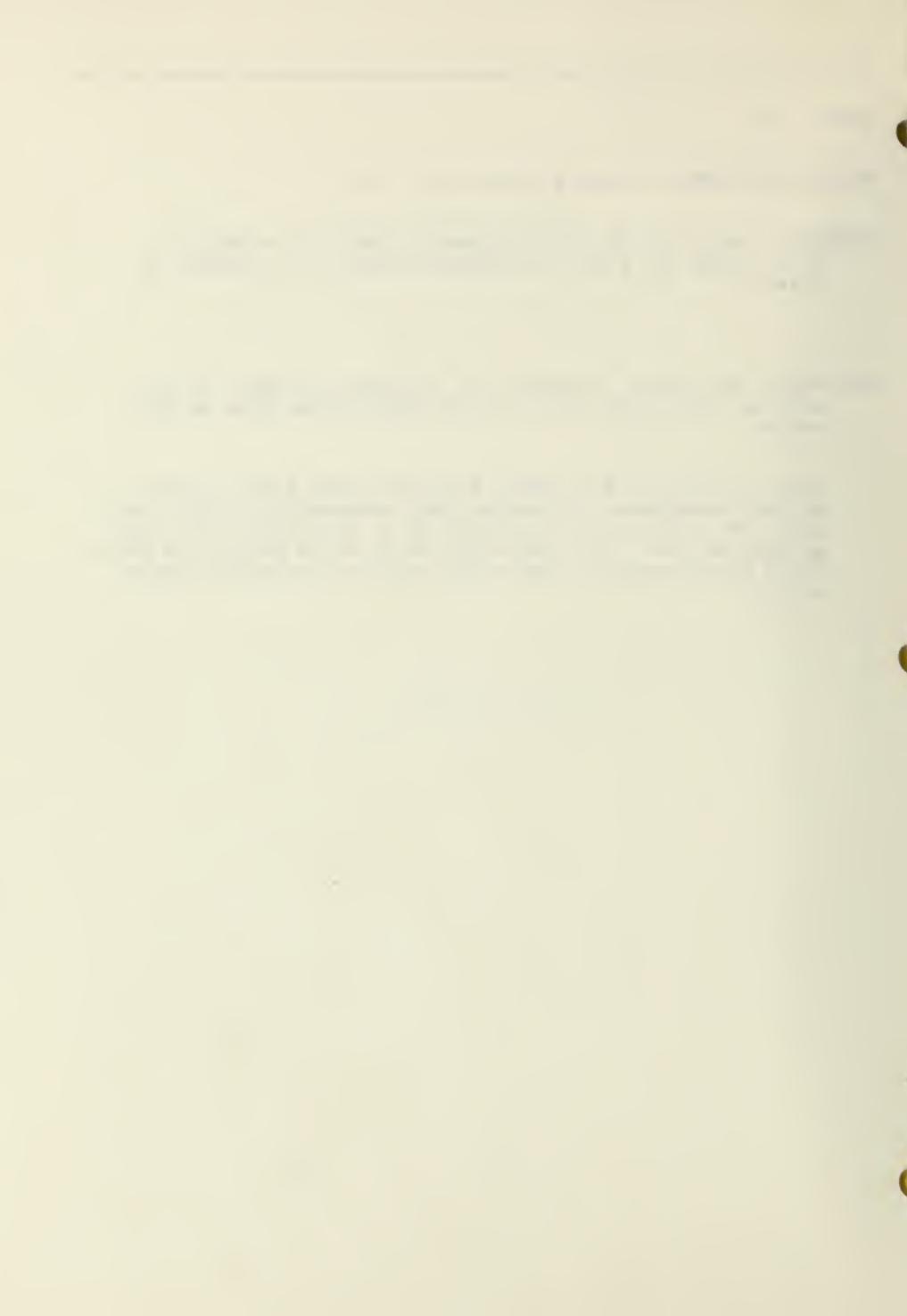
PAGE: 55

SOURCE/DEPARTMENT: Harold Guetersloh, PUC

COMMENT: Paragraph #2, FAMIS Financial Data Error Report:  
Harold asks how will the expense account, if created, be cleared.

RESPONSE: No expense accounts are involved. Invalid transactions will still end up in the FAMIS Error File as they now do.

Remove paragraph #2, "FAMIS Financial Data Error Report," and add a sentence indicating that transactions with invalid FAMIS attributes will still end up in the FAMIS Error File as they do now. Per discussions with Chris Baldo, the FAMIS Error Reports should remain the tool for correcting these errors.



d. REPORTING REQUIREMENTS

1. The following report is required for time reporting:

1. Exception/Error Report

Invalid conditions found in the validation of time reported to the system will be presented in an appropriate sequence. The report will be used by Central Payroll staff to review time reporting documents, contact departmental payroll staff and take whatever other actions may be necessary to correct errors.

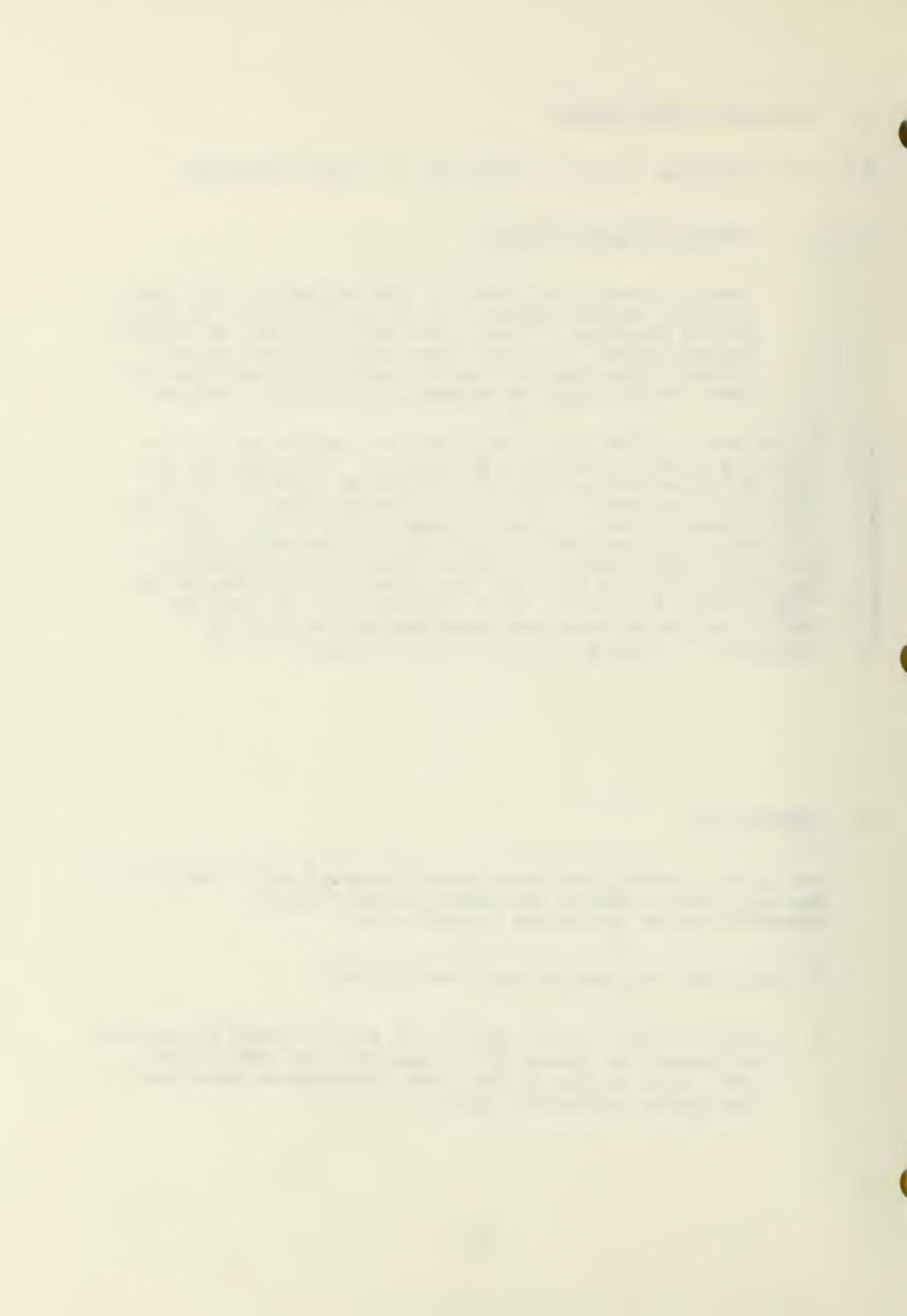
No separate reporting is required for records which are carrying invalid financial attributes. Problems of this type which cannot be corrected prior to interfacing to FAMIS will be passed with the incorrect codes. All FAMIS input transactions are put through FAMIS's own edit/validation process, and are written to the error file if they fail those tests. Invalid transactions suspended in the FAMIS Error File are displayed on FAMIS Report 98 "Batch Error Listing". These reports will be used by FAMIS fund accountants and departmental accounting personnel in taking action to clear errors.

e. CONSTRAINTS

The formal constraints have been discussed above relative to the applicable Charter Sections, Annual Salary Standardization Ordinance Sections, etc.

In addition, the system must provide for:

1. Record counts, hash totals, or batch totals as required to insure the integrity of system input and output data, both in the manual data preparation phase and in the system processing phase.



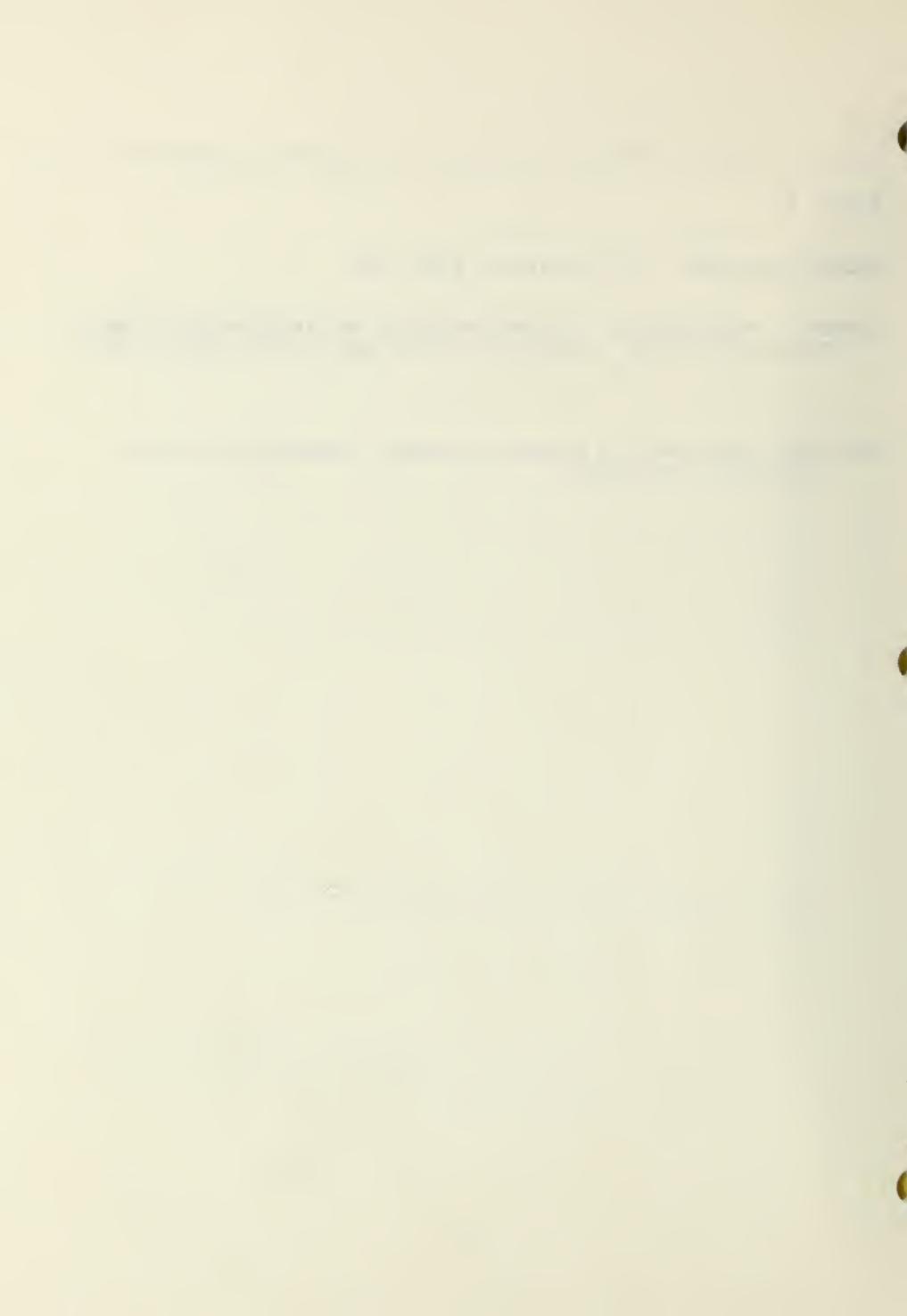
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PAGE: 59

SOURCE/DEPARTMENT: Tom Gerughty, Cont. EDP

COMMENT: Paragraph 2b: "Calculate gross pay independent of hours."  
Tom doesn't think 'calculate' is the appropriate word to use.

RESPONSE: Rephrase the sentence to read, "Generate gross pay  
independent of hours."



The primary legislative requirements relating to gross pay calculation are found in the Annual Salary Standardization Ordinance Section 1 and in the CCSF Charter Section 8.400 through 8.405.

Major information needs are time reporting data, system-held base pay rates and edit tables. Rates may be overridden by authorized rate input. The central system must also hold sufficient information to verify and compute special earnings by either accepting a user-input dollar amount or automatically calculating special earnings amounts based upon special earnings codes and occurrence counts.

The new payroll system will eliminate the need for departmental timekeepers and Payroll Audit to calculate gross pay manually. The system will track different types of earnings for employee and management information.

The payroll calculation function will greatly reduce the calculation burden for timekeepers and Payroll Audit.

#### FUNCTIONAL REQUIREMENTS

The gross pay calculation function includes the following:

Recognize paid hours and non-paid hours

Calculate gross pay from hours

Generate gross pay independent of hours

Calculate overtime pay

Calculate all types of special earnings

Track hours by type

Track earnings by earnings category.



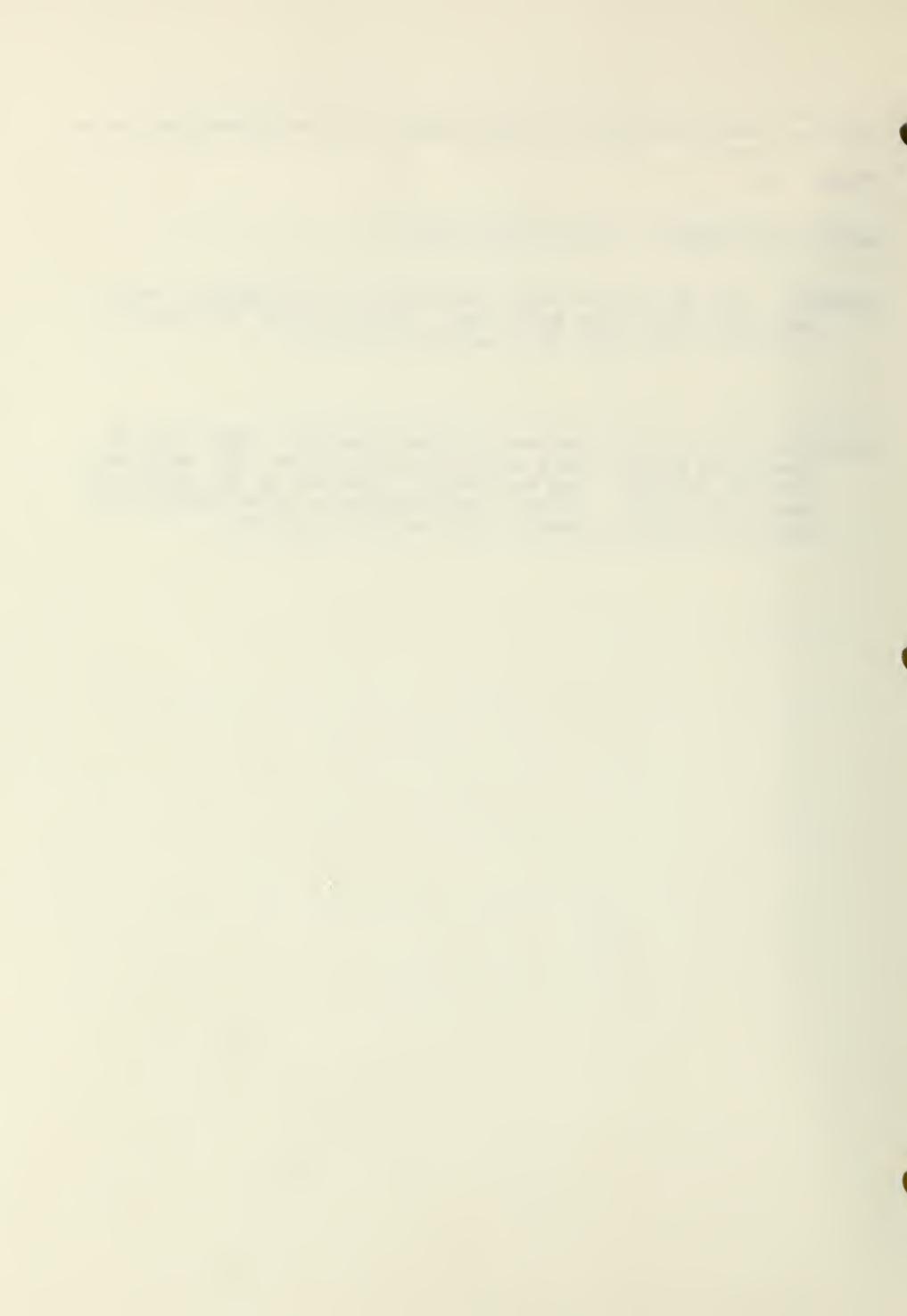
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PAGE: 60

SOURCE/DEPARTMENT: MOU with Local 856

COMMENT: Per MOU between CCSF and nurses, a new form of leave, Longevity Leave, has been added. This will be from one to three days depending upon length of service.

RESPONSE: Add to the Statement of Requirements. This will be treated as another form of discretionary time off, such as Floating Holiday. The system will identify it and track and report its usage. However, maintaining an award amount and computing a balance amount will not be supported.



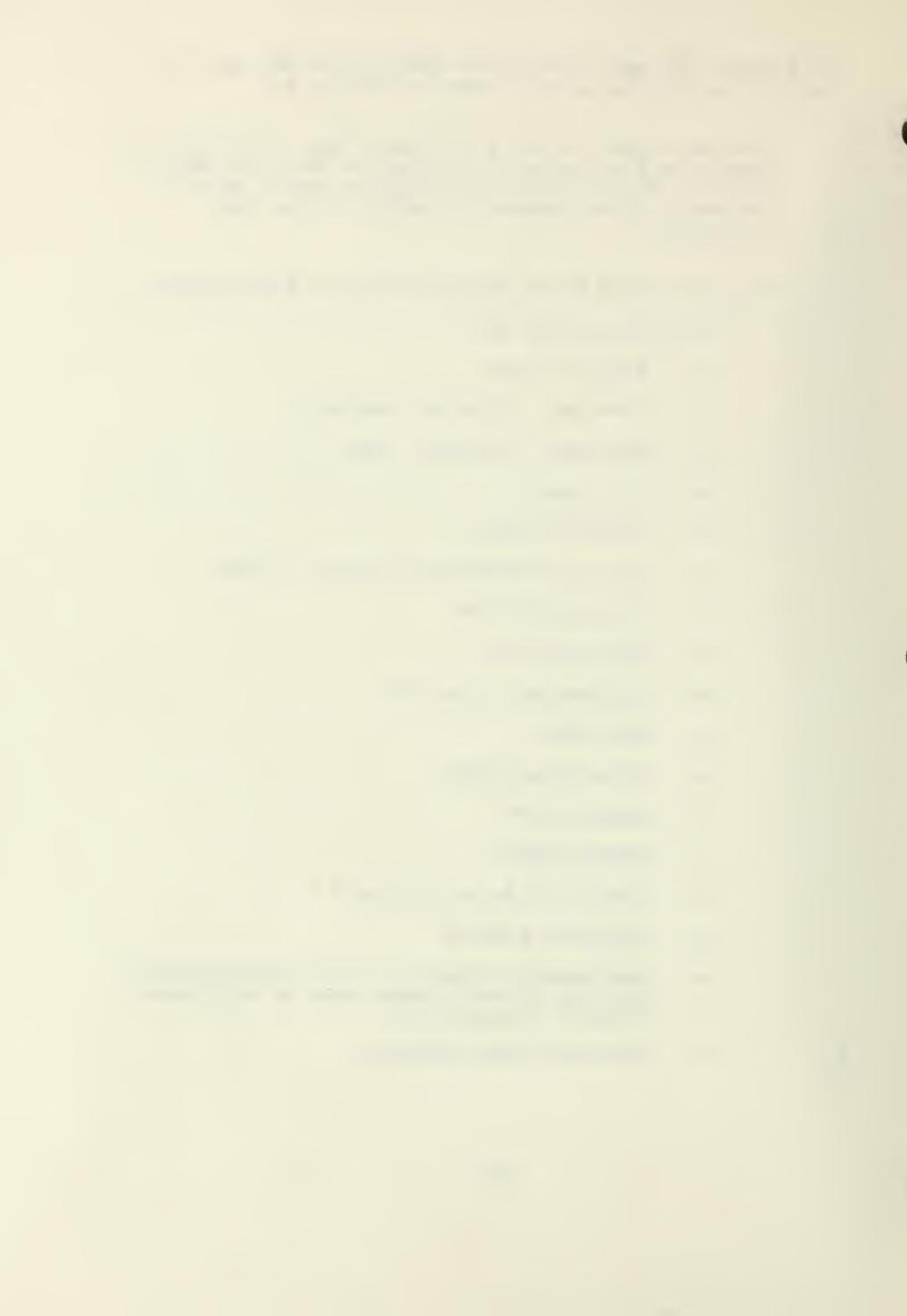
To support the pay calculation function of the payroll system, the following requirements must be met:

Provide access to fully validated and corrected time reporting data, a Payroll/Personnel Employee Master File and Payroll/Personnel Edit Tables to obtain necessary data elements to support gross pay calculation.

Recognize Paid Hours Types and Unpaid Hours Types.

Paid Hours Type are:

- Regular Hours
- Overtime - Time and one-half
- Overtime - Straight time
- Sick Leave
- Vacation Leave
- Legal Holiday/Legal Holiday in Lieu
- Floating Holiday
- Military Leave
- Compensatory Time Off
- Jury Duty
- Educational Leave
- Standby Time
- Assault Leave
- Disability Leave (Police)
- Inclement Weather
- Supplemental Disability Leave (Supplemental Disability Credit hours used to supplement Workers' Compensation)
- Longevity Leave (Nurses).



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PAGE: 62, 64, and 65

SOURCE/DEPARTMENT: SSO for Fiscal 1982-83

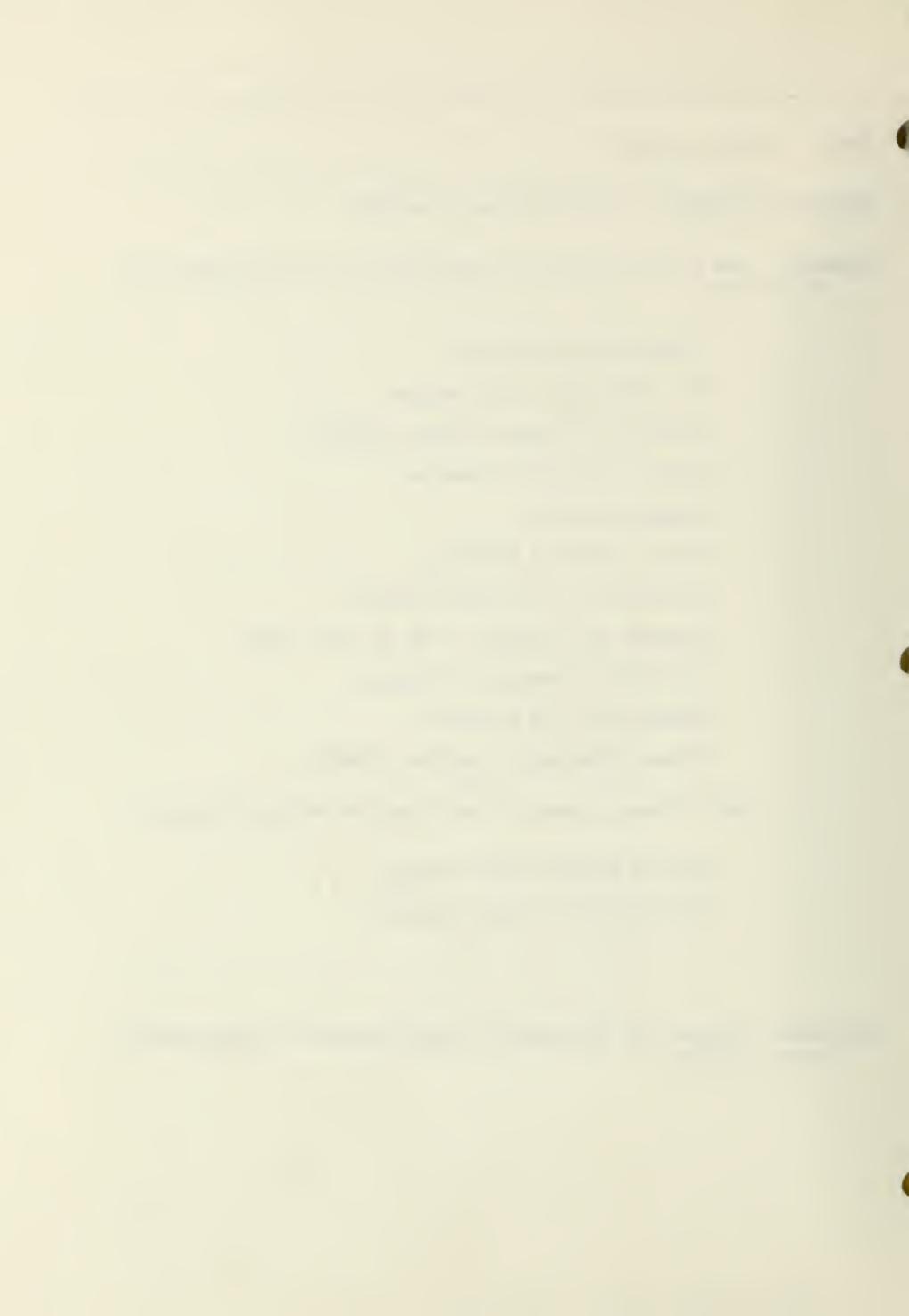
COMMENT: The following special earnings are being added this fiscal year:

Charge Nurse Premium  
Muni Saturday Pay Premium  
Laborer's Chipper/Potman Premium  
Nurses Longevity Premium  
Sewage Premium  
Steam Cleaning Premium  
Call Back with 6-1/4% Premium  
Standby Pay Premium (10% of base rate)  
Jail Watch Commander Premium  
State Water 2% Premium.  
Transit Operators New Run Premium

The following special earnings are being eliminated:

Nurses Weekend Off Premium  
2% Nurses Retention Premium.

RESPONSE: Update the Statement of Requirements to incorporate these changes.



Provide for calculating overtime pay.

Overtime at time and a half - which is any time worked in excess of eight hours per day or forty hours per week. Overtime pay is computed by multiplying the number of overtime hours by one and a half times the base hourly rate which may include a shift premium. Not every employee is eligible for overtime pay.

Overtime at straight time - which is any time worked in excess of normal work hours but fewer than eight hours a day or forty hours per week. It is paid at the base hourly rate multiplied by the number of straight overtime hours. In general this applies to employees whose schedules call for normal hours of 35 or 36 hours per week.

Provide for calculation of special earnings, which are additions to basic gross pay. Special earnings are awarded using a variety of methods. The following methods are currently in use:

Extra dollar amount per hour:

- Word Processing premium
- Sewage Plant premium (using rate appropriate to another class)
- Tilt Trailer premium
- Painter Taper premium
- Painter Sandblasting premium
- Bos'n Chair premium
- Transit Operator Instructor premium
- Underwater Diver Pay premium
- Laborer's Chipper/Potman premium
- Nurse Longevity premium
- Sewage premium
- Steam Cleaning premium
- Transit Operators New Run Premium



- Senior Law Clerks premium
- Supervisor Differential Adjustment (extra one schedule above supervised employee)
- Eligibility Worker Supervisor premium (using rate appropriate to higher class).

The extra dollar amount for Annual Uniform Allowance will not be handled in the Payroll/Personnel System.

Extra percentage of hourly rate:

- 6-1/4% Night Shift premium
- 8% Night Shift premium
- 10% Night Shift premium
- 15% Night Shift premium
- Sewage Premium Pay II
- Clinical Physician premium
- Call Back After Rest Period premium
- Automotive Call Back premium
- Extended Tour of Duty premium
- Standby Pay premium (25% of base rate)
- Container Crane premium
- Stationary Engineers 16 Hour Off
- Chauffeur Sergeant-at-Arms premium
- Muni - Sunday Pay premium
- Call Back With 6-1/4% premium
- Charge Nurse premium
- Muni - Saturday Pay premium
- Standby Pay premium (10% of base rate).



**Extra percentage of daily rate:**

- Parking Control Officer Time Off
- Console Operator premium
- Medical Stewards premium
- Jail Watch Commander premium.

**Extra percentage of pay period rate:**

- Counseling premium
- State Water 1% premium
- State Water 2% premium.

**Extra hour(s) of pay per day:**

- Painter Supervisor premium.

Provide for tracking gross pay and hours information by hours type as follows:

Period-to-Date

Quarter-to-Date

Year-to-Date.

Provide for calculating gross pay using optional reduction rates:

MUNI supervisor employees who opt to work eight hours within nine hours instead of eight hours within ten hours receive 11% reduction in pay.

Public Health Nurses who voluntarily participate in five percent basic biweekly salary reduction to earn additional 6-1/2 days off.



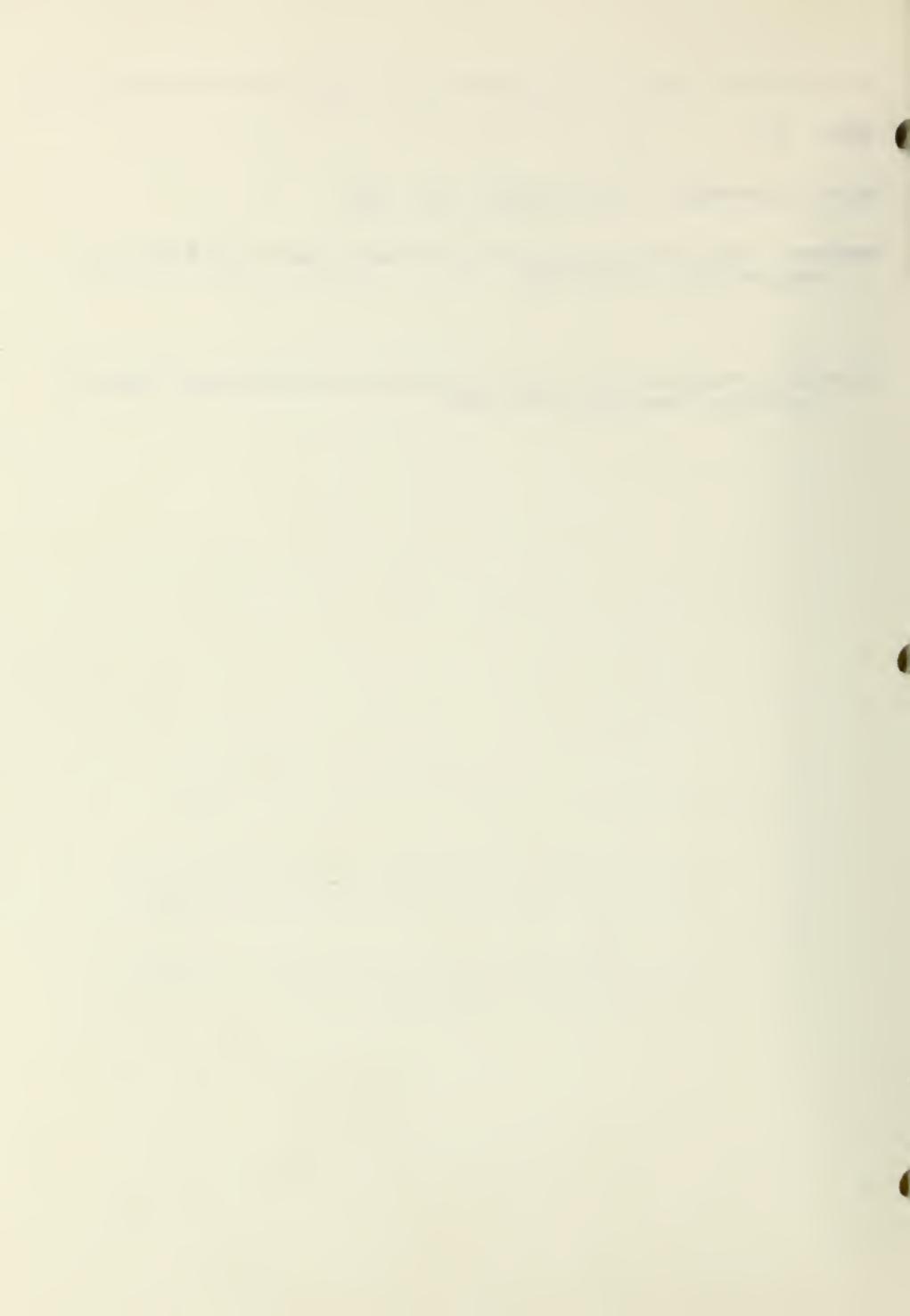
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PAGE: 79

SOURCE/DEPARTMENT: Tom Gerughty, Cont. EDP

COMMENT: The third pay frequency for taking taxes and deductions, semi-monthly, is missing.

RESPONSE: "Semi-monthly" is to be added as the third pay frequency for taking taxes and deductions.



To support performing deduction calculation and tracking essential accounting information, the following requirements must be met:

Provide for processing deductions for multiple retirement plans as described in the "Retirement" functional area.

Provide for processing deductions for multiple City Health Service System plans as described in the "Health Service System" functional area.

Provide for Central Payroll access to employee master file to add, change, or delete a deduction for an employee. All approved file maintenance actions will be reflected in the following pay period.

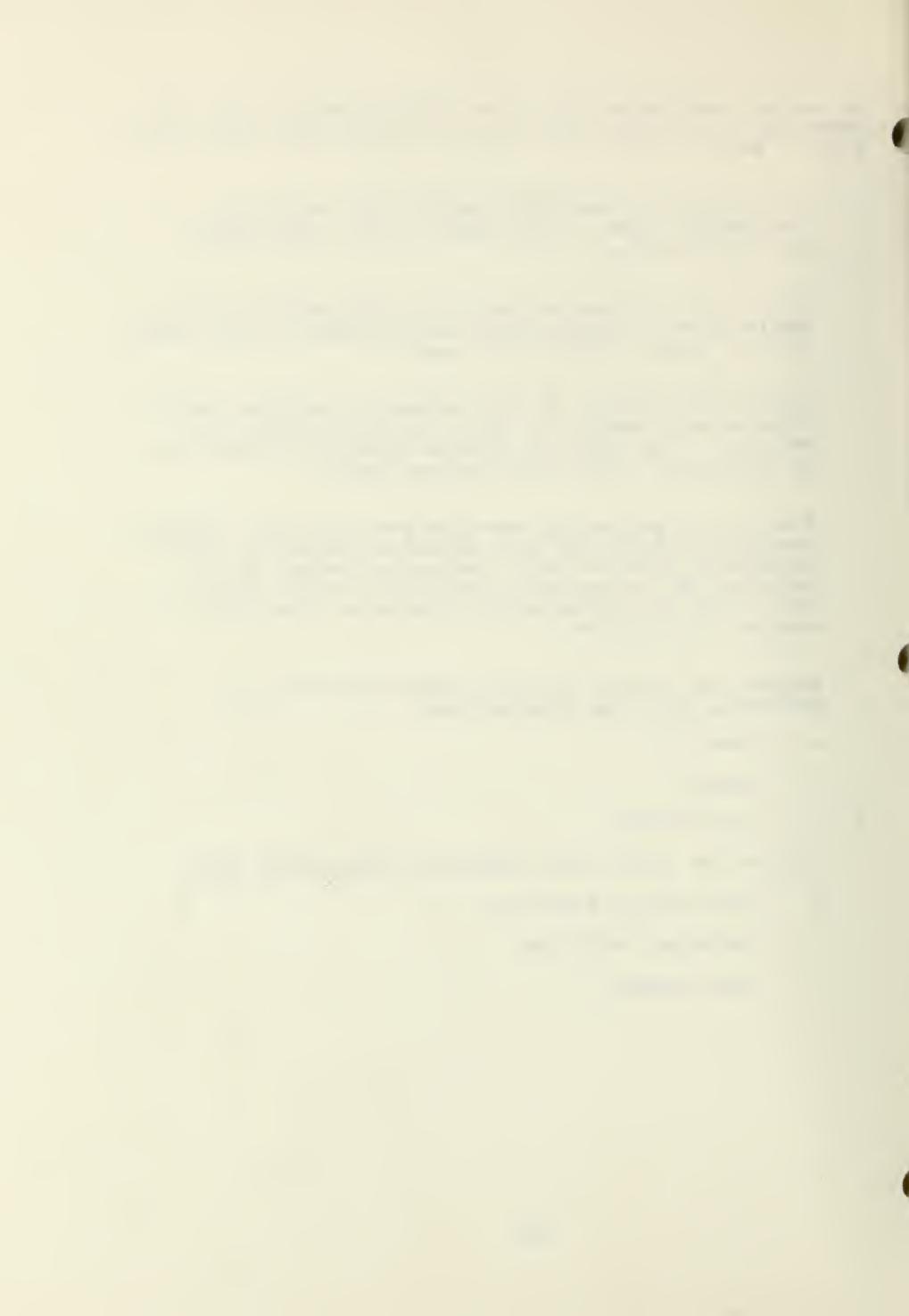
Provide for processing one-time overrides for exception handling (special one-time deduction amounts). This capability provides for a designated amount to be deducted for the specific deduction for one pay period only. See the "Adjustments" functional area for a complete description.

Provide for taking taxes and deductions for the following three pay frequencies:

- Biweekly
- Monthly
- Semi-Monthly.

Provide for three basic deduction calculation types:

- Fixed Amount Deduction
- Percentage of Gross
- Table Amount.



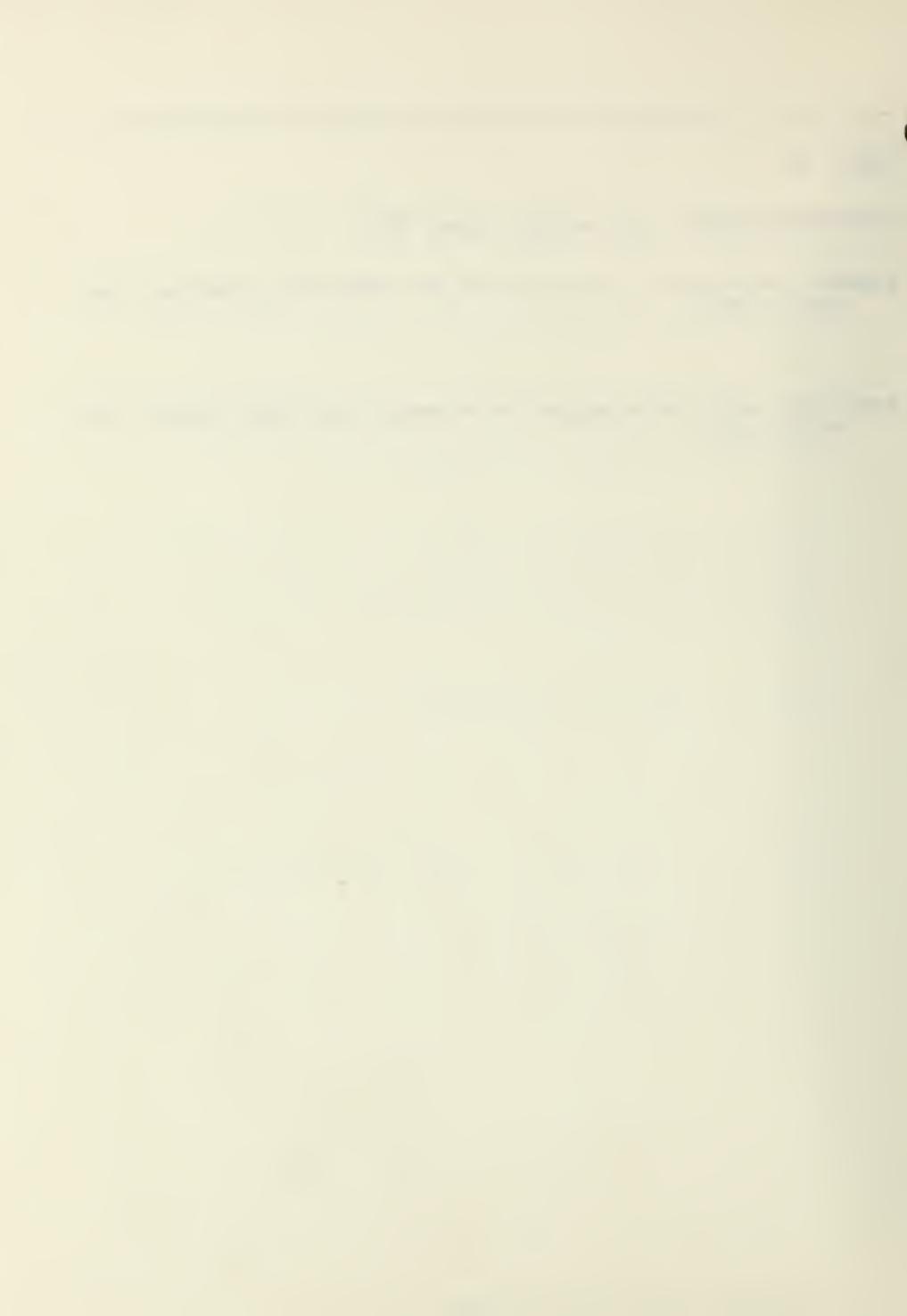
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PAGE: 93

SOURCE/DEPARTMENT: Tom Gerughty, Cont. EDP

COMMENT: Paragraph 3: Tom corrects the "FICA City election" from 1968 to 1954.

RESPONSE: Adopt Tom's suggestion to correct the City election from 1968 to 1954.



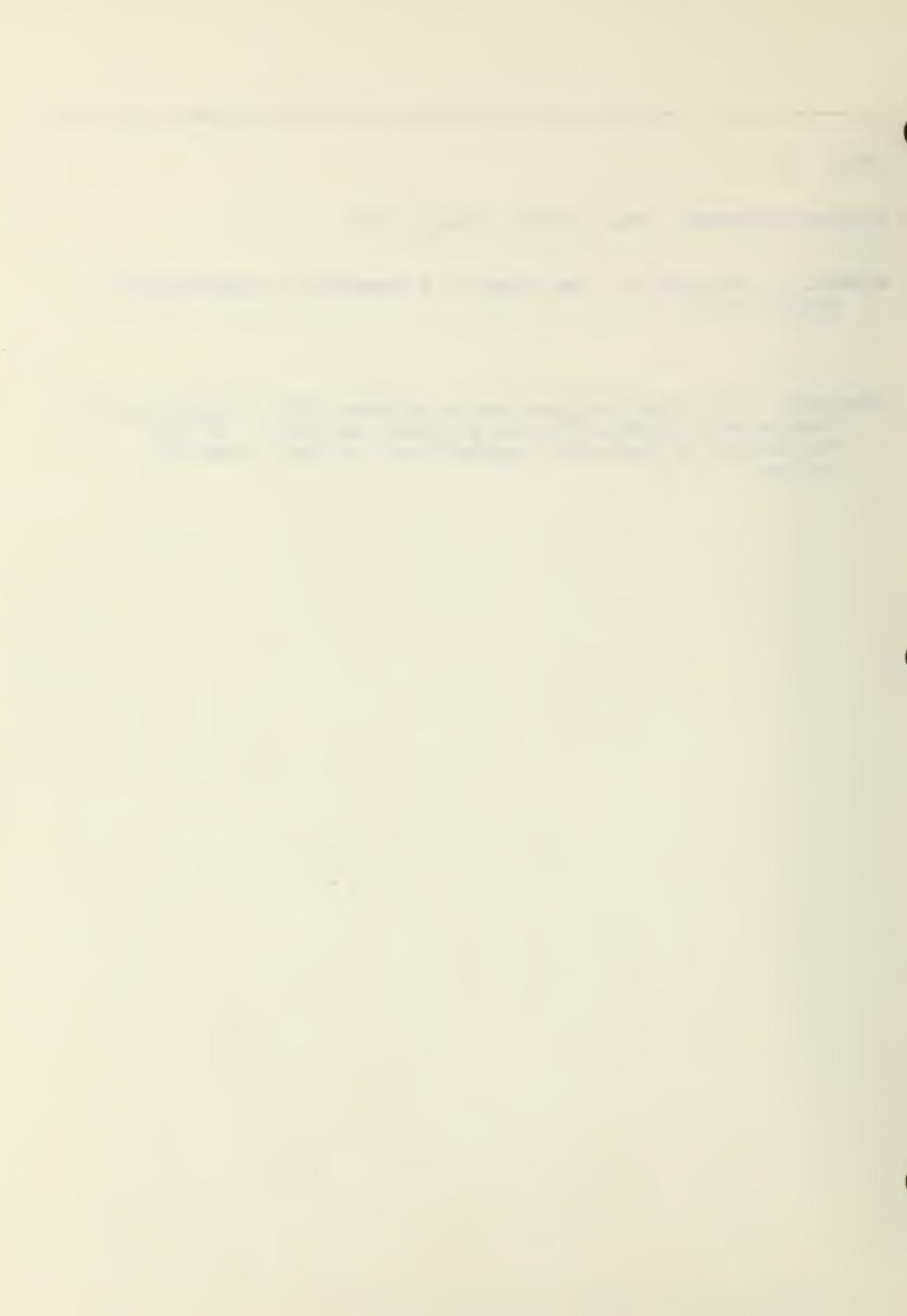
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PAGE: 93

SOURCE/DEPARTMENT: Tom Gerughty, Cont. EDP

COMMENT: Paragraph 4: Tom suggests a rewording to specify FICA  
eligibility.

RESPONSE: Adopt Tom's suggestion to rephrase FICA eligibility from,  
"Temporary employees who had permanent status . . ." to,  
"Employees, on temporary requisitions, who had permanent  
status . . ."

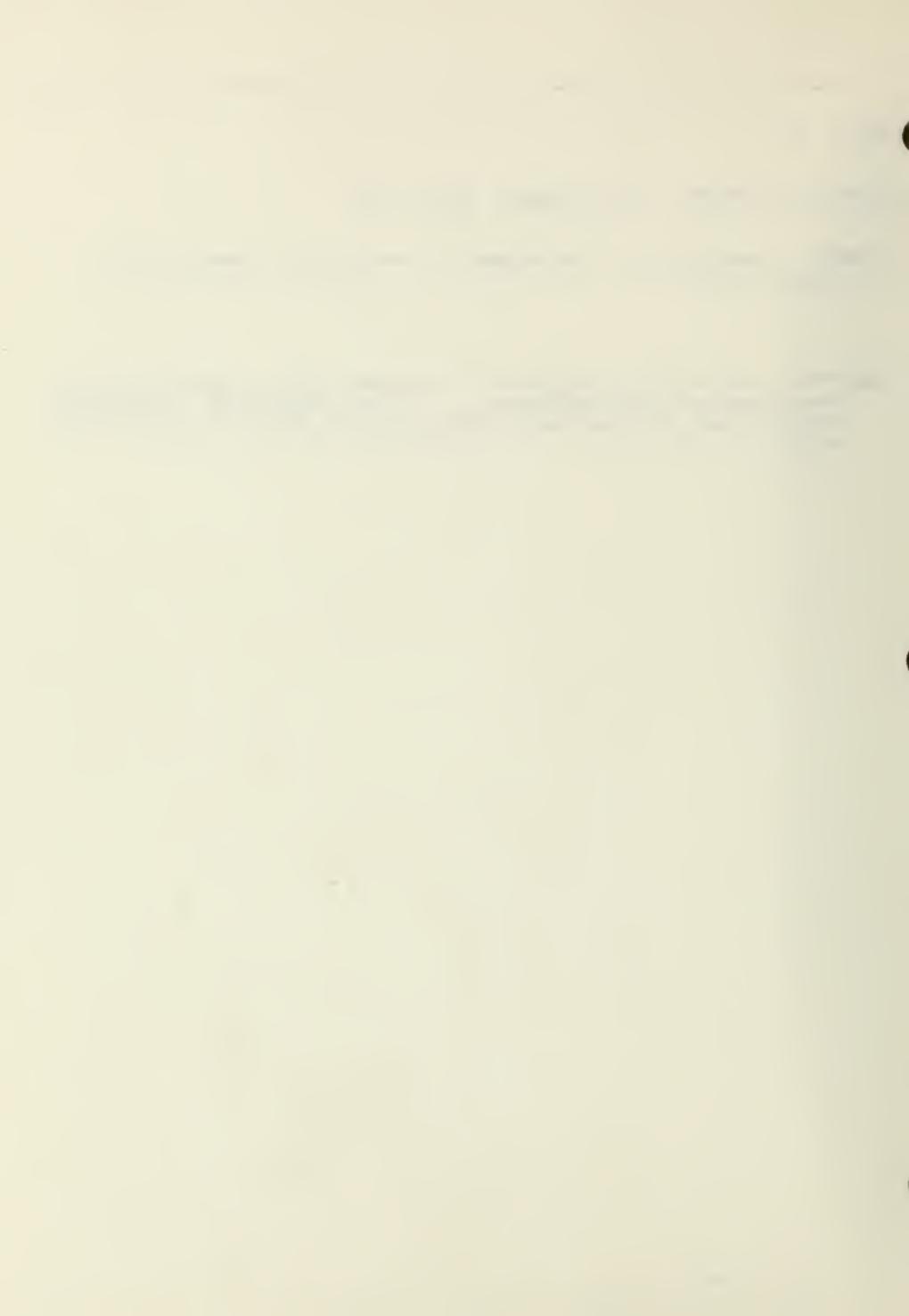


PAGE: 93

SOURCE/DEPARTMENT: Tom Gerughty, Cont. EDP

COMMENT: Paragraph 5: Tom suggests a rewording to specify FICA eligibility.

RESPONSE: Adopt Tom's suggestion to rephrase FICA eligibility from, "New temporary City employees . . ." to, "Employees, on temporary requisitions, who have never had permanent status do not participate . . ."



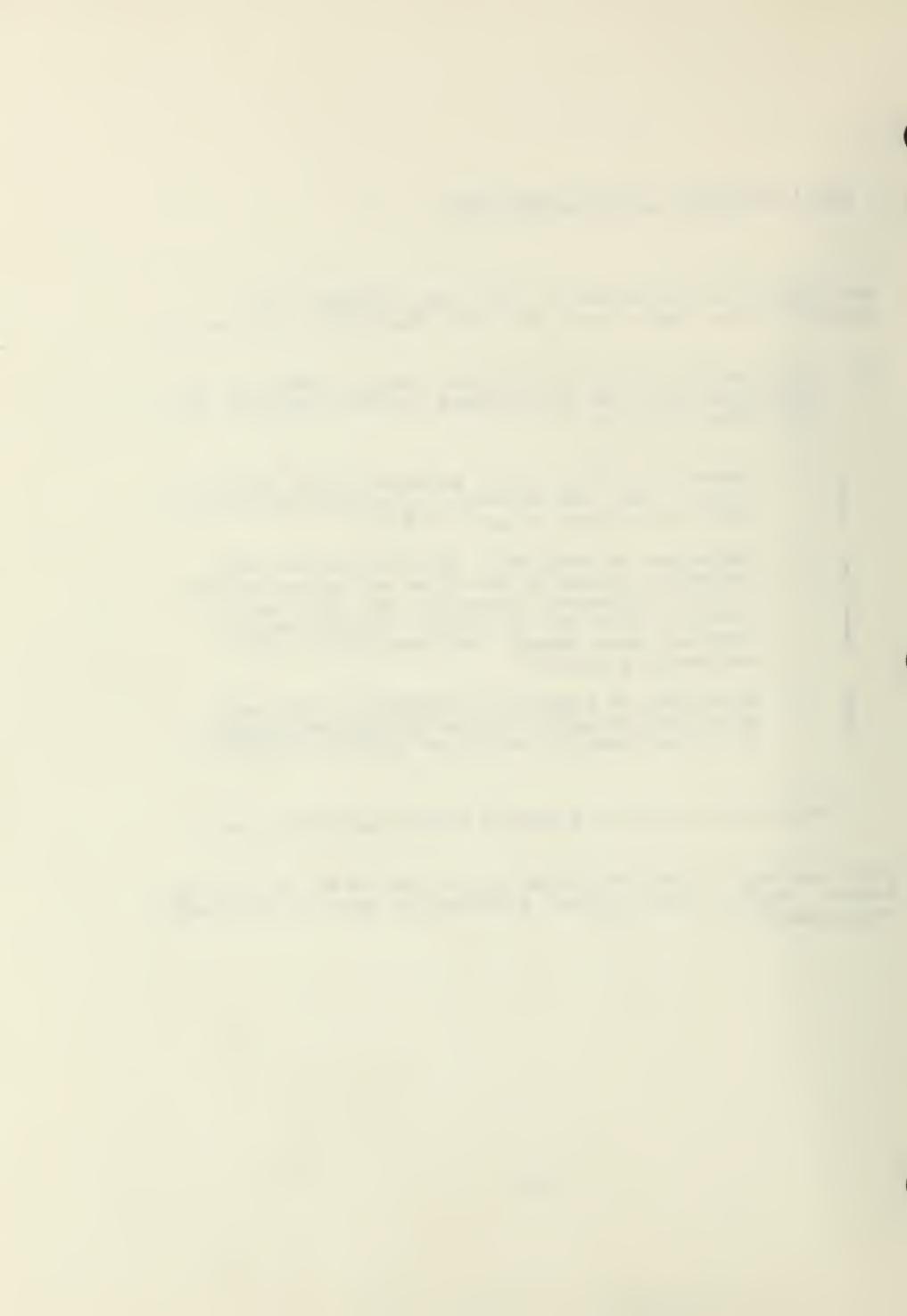
g. SOCIAL SECURITY (FICA) DEDUCTION

To support the deduction of FICA for eligible City employees, the system must meet the following requirements:

- o Provide for a FICA eligibility test to identify the City employees who participate in FICA based on the following criteria:
  - Mandatory FICA for all permanent City employees except those who elected in the City election of 1954 not to participate in FICA.
  - Employees on temporary requisitions who had permanent status at one time and became members of the Retirement System and who have had no break in City service retain Social Security coverage even though they have moved into a temporary position.
  - Employees on temporary requisitions who have never had permanent status do NOT participate in Social Security and have no FICA deduction.

This will require a separate FICA eligibility code.

FICA coverage is not available on an individual or optional basis. Payroll must monitor eligibility based on the above requirements.



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PAGE: 110

SOURCE/DEPARTMENT: Tom Gerughty, Cont. ISD

COMMENT: Paragraph 1: Tom indicates that retirement pay is not part of payroll and therefore should be deleted from SDI subject wage exclusions.

RESPONSE: Adopt Tom's suggestion to delete retirement pay from SDI wage exclusions.

-ALSO-

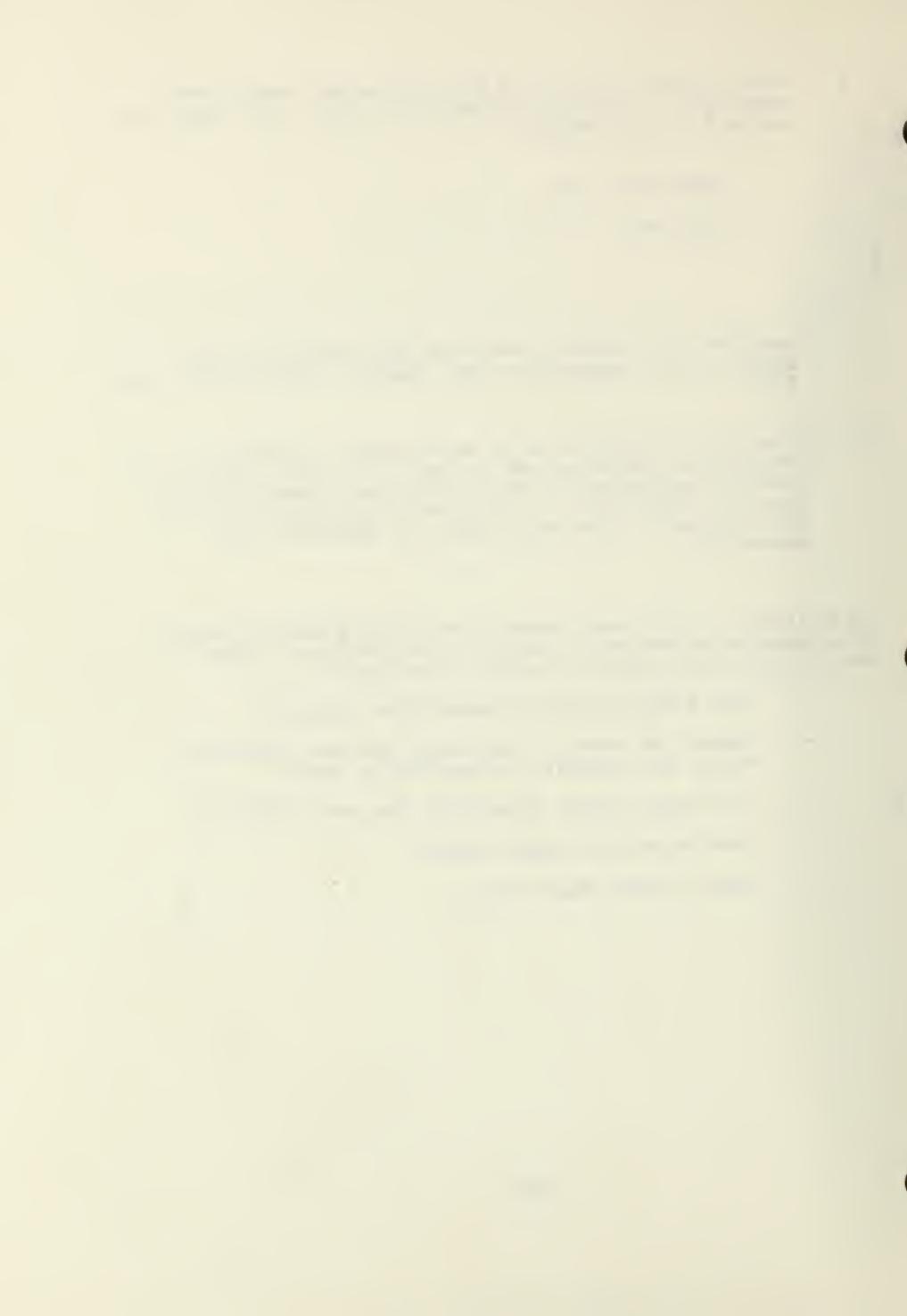
Paragraph 4, Item 3, delete retirement pay as part of SDI wage exclusions, and substitute sick pay.



- o Provide for using Hours Type Codes and associated earnings to identify SDI subject wages. All wages are subject to SDI except:
  - Disability pay
  - Sick pay.
- o Provide for computing employee SDI deductions by applying the appropriate rate against SDI subject wages only.
- o Provide for procedures to communicate to Central Payroll all MOU's signed by the City which contain SDI coverage agreements. Every affected classification must be identified, and Central Payroll must perform the necessary file maintenance to establish the deduction.

In addition to the requirements described above in "Deduction Data Requirements - General", the following Data requirements are specific to SDI deductions:

- SDI Exemption Code (Member/Non Eligible)
- Number of weeks of earnings (calendar weeks in which the employee earned \$20 or more)
- All wages except Disability Pay and Sick Pay
- Quarter-to-Date Wage Totals
- Year-to-Date Wage Totals.



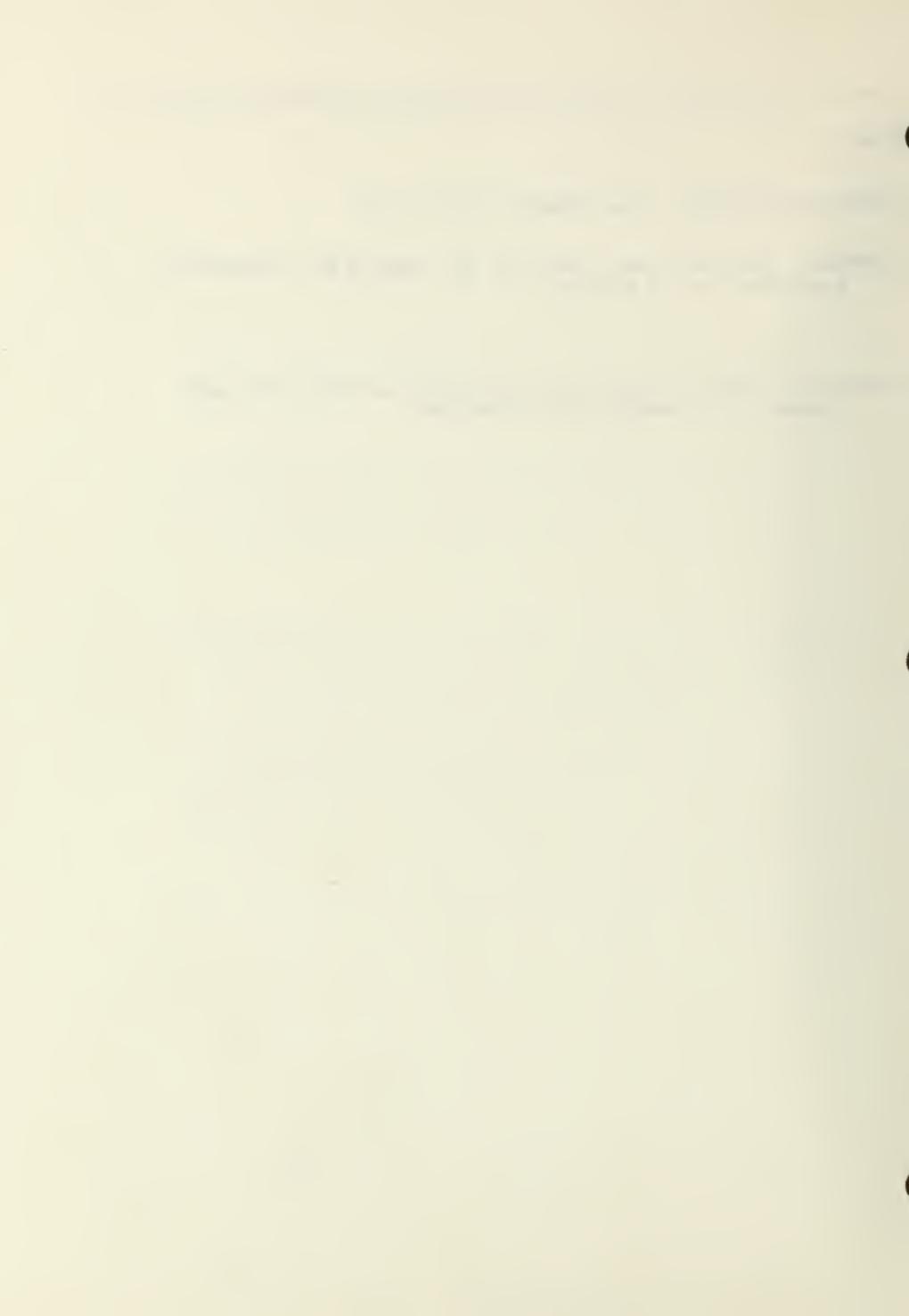
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PAGE: 114

SOURCE/DEPARTMENT: Tom Gerughty, Cont. ISD

COMMENT: The third pay frequency for taking EIC deductions, semi-monthly, is missing.

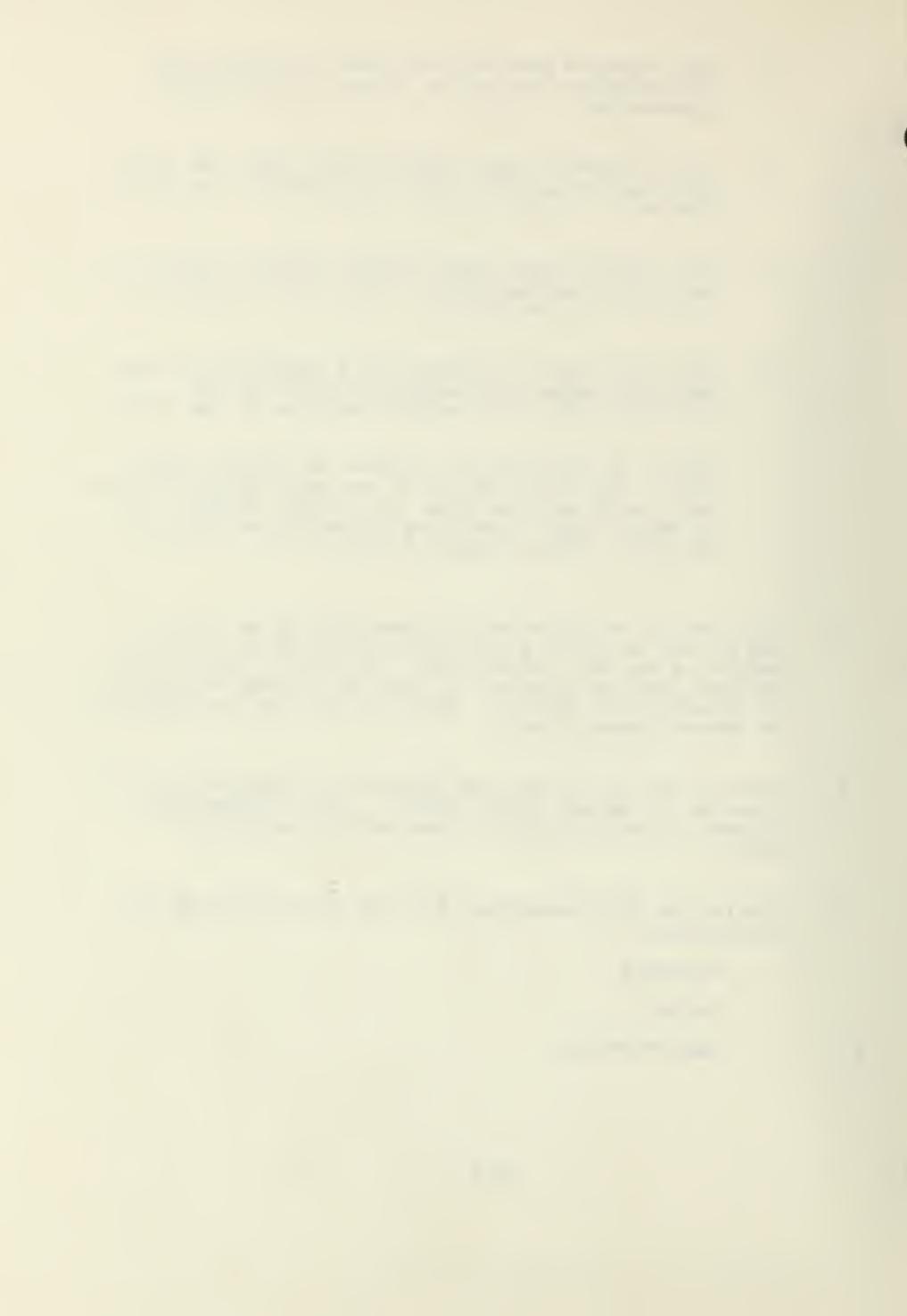
RESPONSE: "Semi-monthly" is to be added as the third pay frequency for taking EIC deductions.



- c. The employee must not be able to exclude any income earned abroad or in any United States possession.
- d. If not married, the employee must pay over half the cost of maintaining a household in the United States.
- e. The employee must have a child living with him or her full time except when the child is away at school or on vacation.
- f. The child must be claimed as a dependent by the employee unless the employee qualifies for unmarried head of household because of the child.

- Before an employee can receive an Earned Income Credit (EIC) amount, he or she must complete a W-5 and a copy will be given to Central Payroll. As of March, 1982, there are no employees participating in Earned Income Credit.

- o Provide for an EIC Start Date and Stop Date. At the end of the calendar year the payroll file will be purged of any EIC information. Therefore, unless the employee submits another W-5 they will cease to receive an advanced EIC payment. There is no City contribution to Earned Income Credit.
- o Provide for an EIC Code to identify an employee's participation in Earned Income Credit. The EIC Code must access EIC table files for the correct deduction amount.
- o Provide for EIC deductions for the three following pay frequencies:
  - Biweekly
  - Monthly
  - Semi-Monthly.



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PAGE: 127 and 136

SOURCE/DEPARTMENT: Henry Nanjo, Cont. ISD

COMMENT: Henry questions whether garnishment checks will be issued automatically or manually and what limitations are implied in stating we require to be able to handle up to three garnishments per employee.

RESPONSE: Revise page 127 to make it clear that the objective is support of three simultaneous garnishments/assignments. Believe that the implications of providing this support have been identified in our research. Most of the program support will have to be custom coded. Revise page 136 to change the previously stated requirement for issuing checks to a requirement that the system provide essential information to a separate warrant issuance system. Warrant issuance in this situation is properly an accounts payable function rather than a payroll function.



n. WAGE ASSIGNMENTS AND GARNISHMENTS

The City of San Francisco must comply with Civil Code Procedure Section 710 which provides a method of enforcing an unsatisfied money judgment against a person to whom the City owes wages. That is, the judgment creditor makes a "levy" upon the municipality owing money to the judgment debtor. Presently, about 650 wage assignments and 200 garnishments are processed biweekly. To support the coverage of wage assignments and garnishments for those City employees subject to them, the system must meet the following requirements:

- o Provide for a maximum of three simultaneous wage assignments and/or garnishments per employee.
- o Provide Wage Assignment and Garnishment Type Codes for the six types and sources of wage assignments and garnishments. These are:
  - a. Orders Assigning Salary or Wages for current support, current and arrears support, or arrears support. These wage assignments are issued by and payable to the respective levying counties (e.g., San Francisco, Alameda, San Mateo, etc.).
  - b. Earnings Withholding Orders for Support. These are garnishments for support arrears issued by and payable to the Sheriff's Department.
  - c. Orders Assigning Salary or Wages for Chapter 13 Bankruptcy. These wage assignments are issued by and payable to the U.S. Bankruptcy Court, a division of the U.S. District Court.



- o Provide for the following garnishment reporting:

- Biweekly:

1. The Employee's Statement of Earnings and Deductions:

The employee's paycheck stub will report:

- "Garnishment or Wage Assignment" deduction title, if a deduction is taken
- Deduction Amount
- Deduction Total for the specific garnishment or wage assignment.

2. Deduction Registers and Summary Reports:

See descriptions under "Reporting Requirements - General".

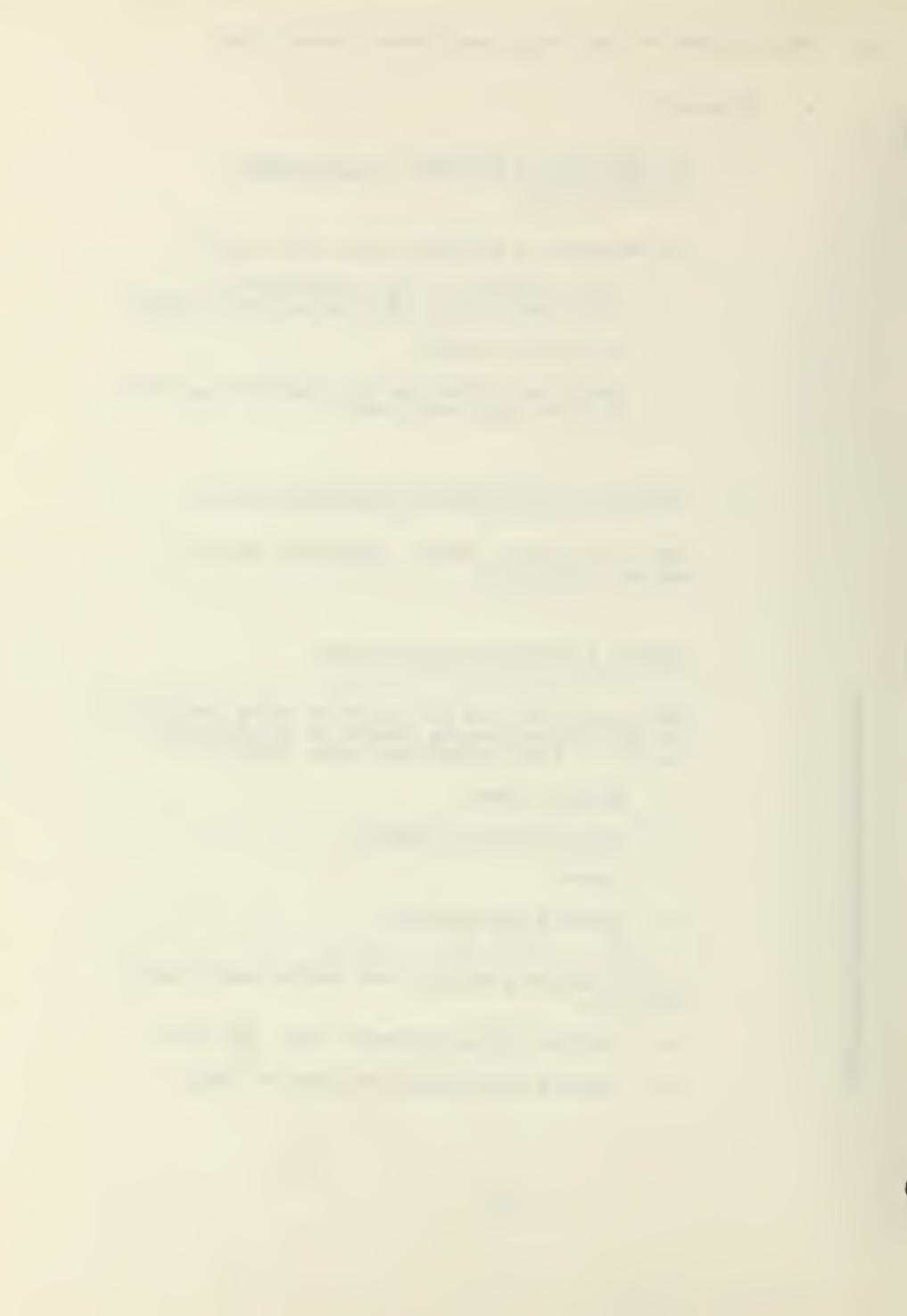
3. Checks to the Levyng Parties:

The payroll system must provide basic information to facilitate issuing checks to the levying parties. That information must include :

- Employee Name
- Social Security Number
- Amount
- Levyng Agency Name.

To the extent possible, the system should also provide:

- Levyng Agency Address, City, Zip Code
- Levyng File Number or Account Number.



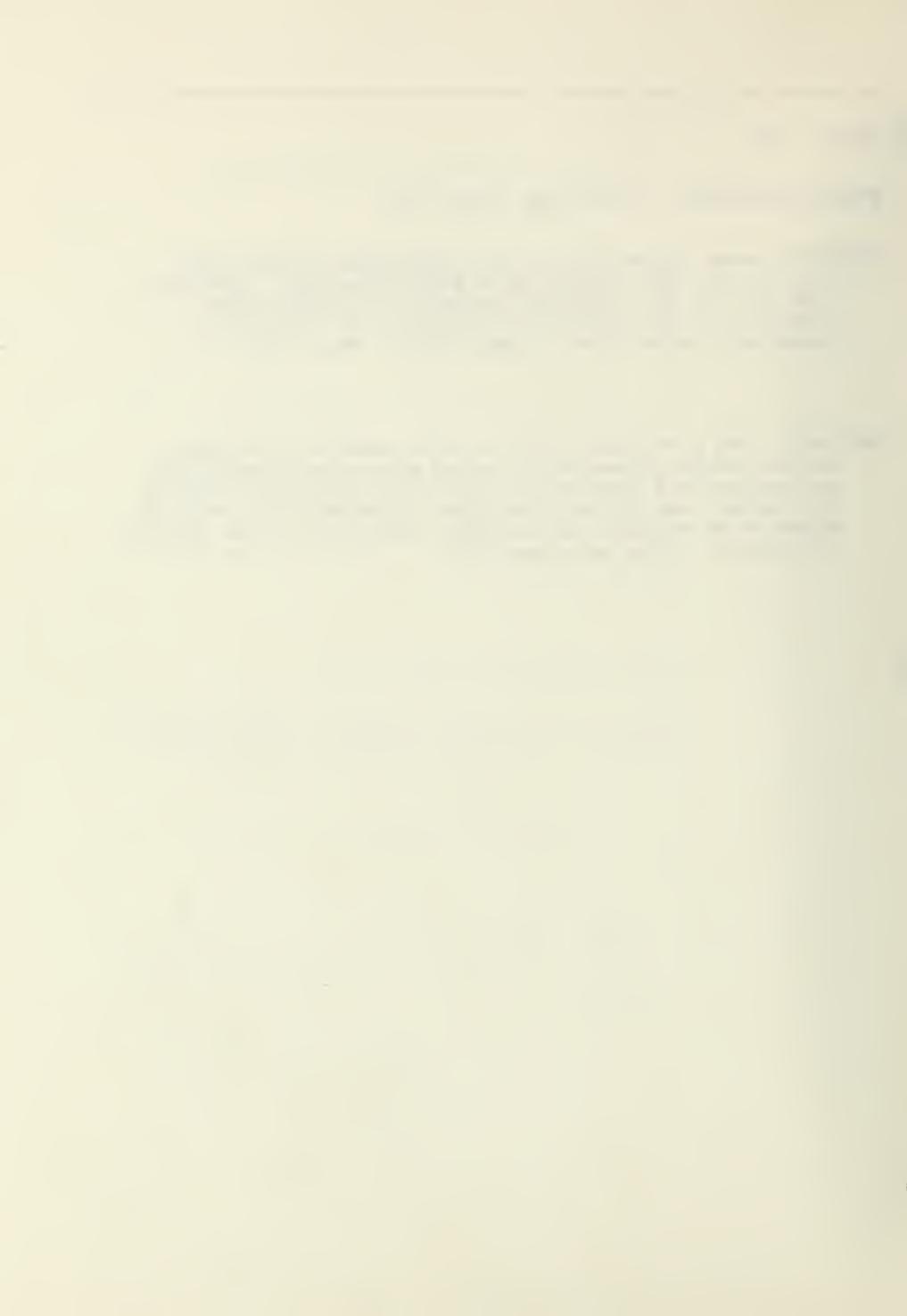
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PAGE: 138

SOURCE/DEPARTMENT: Dave Fong, Controller

COMMENT: Dave indicates that, for maintenance deductions accounting, there should be a new transaction, possibly type 268, in the automated interface to FAMIS which credits such deductions as revenue to the respective department rather than as cash to the trust fund.

RESPONSE: Add a reference that we will consider providing revenue transactions which record maintenance deductions as revenue to a department rather than posting the transactions as cash to the trust fund. However, this will be added as an expanded performance objective, not an initial requirement. Also see page 190.



- o In addition to the data elements described in "Data Requirements - General", the following data element is specific to maintenance deductions:
  - Maintenance Deduction Type Code:
    - Board
    - Room
    - Laundry.
- o Provide for the following reporting requirements:
  - Each Pay Period:

1) Maintenance Deductions Accounting:

Maintenance deductions will be credited back to the employee's department. Each department credited will receive a report itemizing the credits for their department. This will support the manual journal entry process whereby this crediting is now performed, and will serve as an audit trail should revenue transactions ultimately be passed in the interface. See Payroll Interface to PAMIS, Implementation Priorities.

2) Statement of Earnings and Deductions Reports:

The employee's paycheck stub will report each pay period:

- "Maintenance" Deduction Title, if a deduction is taken
- Deduction Amount
- Year-to-Date (YTD) Maintenance deduction amounts.



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PAGE: 155

SOURCE/DEPARTMENT: Dave Fong, Controller

COMMENT: Lost warrants should be handled outside the payroll process-through Lost Warrant processes.

RESPONSE: Add statement that manual processing outside the payroll system is an alternative way of handling lost warrants. That process is currently as follows:

Reissuance of lost warrants follows an Affidavit for Lost Warrant procedure to ensure that the original check is not encashed. A waiting period of thirty days is provided to the Lost Warrant Section to perform the following validations before a replacement warrant can be issued:

- Verify the employee prepared an affidavit stating that the warrant is lost and not encashed.
- Verify that the lost warrant is not being held by Controller's Payroll Distribution.
- Verify that the Lost Warrant is not being held by the employee's department.
- Verify with the Controller's Outstanding Warrant (COW) Section that the lost warrant is not encashed.

After the Lost Warrant Section assures itself that the warrant has not been held or encashed, a replacement check is issued to the employee and a transaction is entered in PAMIS for interface to COW reflecting the cancellation of the Lost Warrant Number and issuance of the new warrant number into the Warrant Register.

It may be feasible for Payroll Operations to issue a replacement warrant if we can legally attach the employee's future paycheck if the lost warrant was found to be encashed.



The new Payroll/Personnel System will need the ability to issue power of attorney reports listing by bank those employees participating in bank pick-up service, the check amount per employee, totals for each bank, and a sign-off sheet for the bank messenger.

The procedures and controls to support bank pick-up service will be defined in the project's design phase.

d. EMERGENCY PAY WARRANTS

Special or emergency situations may occur necessitating the need to generate emergency pay warrants. Special situations may include lost or late time records or gross errors in pay for any number of reasons.

The new Payroll/Personnel System will need the ability to calculate and issue a pay warrant and conveniently process the payroll transaction against the payroll files at a later time.

The transaction would be reflected on the employee's payroll records and complete the necessary accounting actions.

Manual processing outside the Payroll/Personnel System is an alternative way of handling lost warrants.

e. WARRANT SECURITY

The security requirements related to the control and use of warrants covers the stages of warrant issuance from blank pay warrants to delivery of the warrant to the employee.

To support the coverage of warrant security the following requirements must be met:

Provide for the purchase of blank warrants offering the highest degree of safety commercially available to protect against mutilation and duplication of warrants.



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PAGE: 175, 177, 178, 182 and 190

SOURCE/DEPARTMENT: Project Staff

COMMENT: The difficulties associated with providing estimated month-end payroll cost accruals to FAMIS make it unlikely that the system will be able to provide this support at the time of initial system implementation.

RESPONSE: Change the Statement of Requirements to indicate that generating FAMIS month-end accrual transactions is recognized as an Expanded Performance Objective. No commitment is made to providing this feature at initial system implementation. The pages indicated must be revised to state this position.

NOTE: If adequate programming support is available to the FAMIS team, perhaps they could develop the accrual program. Payroll could provide a copy of the latest current pay file which the FAMIS team could use to generate the desired accrual/reversal entries.

also

Add Fiscal Year/Month and Document Reference Number to the list on data elements which will be used to sequence labor cost data. Also see pages 186 and 187.



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PAGE: 177

SOURCE/DEPARTMENT: Dave Fong, Controller

COMMENT: How and what data are to be validated?

RESPONSE: Add a note that validation is discussed in the Time Reporting section.

The Labor Code data elements will be validated with copies of the most current version of FAMIS static files for a proper match.



PAGE: 182

SOURCE/DEPARTMENT: Dave Fong, Controller

COMMENT: Add new Interface Transaction Tables for new Transactions 268 and 269

RESPONSE: Add a statement on page 182 that the tables are not finalized. Eventually the FAMIS Interface Transaction Code Tables will be revised to reflect the proposed 269 transaction for Retirement and Health Service costs when details are finalized. Also see pages 176, 180 and 181. However, the proposed type 268 transaction is being treated as an expanded performance objective. Also see pages 176 and 190.

also

Regarding Table VI, the final entry, "State Unemployment Insurance Administration Fee - City Paid" will be dropped as a required data element for 308 transactions. This is a small once-a-year charge which is not significant enough to consider when developing end-of-month accruals.

Regarding Table IV, revise the table to clarify the statement that the cost categories shown are passed "without subsidiary accounts." Change the statement and the table to show that they are passed with a subsidiary account number and that it is constant by cost category.



The first issue, timeliness, deals with passing processed payroll data to FAMIS/MBO as quickly as possible.

Currently, the Payroll System interfaces to FAMIS on a daily basis. This is due to the existing practice of spreading the work load into ten daily processing cycles. As a result, the timely closing of each fiscal month is delayed in order to capture all payroll costs that belong to the fiscal month.

In contrast, the new Payroll/Personnel System will:

- Shorten the time required to perform each payroll processing cycle
- Reduce the number of payroll processing cycles to something less than the current ten and perhaps as few as two.

The second and more complex time-related issue deals with the time frame difference which exists between the biweekly payroll period and the monthly financial reporting period.

The new Payroll/Personnel System will maintain the biweekly payroll cycle. Providing month-end payroll costs will be treated as an expanded performance objective. If ultimately supported, a method will be required for accruing and interfacing estimated unprocessed payroll costs to FAMIS for monthly financial reporting. These accruals would have to be automatically reversed prior to the next payroll processing cycle.

The objective related to automation is to generate and interface to FAMIS all transactions required to complete the payroll accounting event. There are four essential transaction types plus a fifth related to month-end accruals:

- 265 To record gross payroll charges and City's matching contribution for payroll deduction.
- 266 To record the net amount of payroll warrants released as a liability.



- Actual month-end payroll costs will not be interfaced. The options listed below have been considered but found impractical for implementation:
  - o Interface actual payroll costs by splitting payrolls which cross months.
  - o Implement a semi-monthly payroll period.
- All interface records for gross payroll charges and matching contributions will be considered current year transactions. Therefore, the payroll interface will not generate Transaction Code 270 in recording prior year's expenditures.
- No fund sufficiency edits will be performed. This function will continue to be performed by FAMIS.
- No batching of payroll transactions in the interface to FAMIS will be performed. This function will continue to be performed by FAMIS's Interface Program to generate batch header records for the summarized transactions it receives from the Payroll interface.
- No special cash freeze transactions or reversal entries during the fiscal year-end closing process will be generated. This function will continue to be performed by FAMIS.

#### Opportunities For Improvement

The new Payroll/Personnel System will incorporate the good features of the current payroll interface while addressing its inefficiencies as opportunities for improvement.

The new Payroll/Personnel System's ability to thoroughly validate data (as described in the Time Reporting section), to increase processing efficiency and to generate the full range of payroll accounting transactions will represent a significant improvement over the current system. And there may be further improvement if support for month-end accruals is ultimately provided.



b. FUNCTIONAL REQUIREMENTS

The Payroll/PAMIS interface function involves four essential operations plus two additional operations related to month-end accruals:

- Sequencing fully costed labor input data
- Summarizing the labor input data
- Generating the interface transactions
- Providing override capability to the Payroll/Personnel Edit Tables when interfacing prior fiscal year retro-active adjustments
- Generating month-end accrual interface transactions
- Backing out (reversing) accrual transactions.

To support these interface operations, the new Payroll/Personnel System will do the following:

Provide input labor data which is fully costed with pay, all forms of deductions and all forms of City share costs separately identified.

Provide input labor cost data sequenced by:

Fiscal Year/Month

Document Number

Document Reference Number

Index Code

Project/Work Phase

Sub-Object

Department Defined Data.

Those records having the same values for these seven attributes will form an input group for summarization purposes.



Allow input records carrying sub-object 0176 to be processed using 0176 as the sub-object on all transaction types interfaced to FAMIS. Prior year retro-active adjustments identified by sub-object 0176 will be an exception to using the Payroll/Personnel Edit Table(s) to generate various sub-objects.

In addition, if month-end payroll accrual generation is ultimately supported, the following two functions will also be required:

Generate transaction type 308 to interface month-end accrual of unprocessed payroll costs for FAMIS month-end reporting purposes for each of the following cost categories which hold a value other than zero:

Gross Pay

Social Security Match Contribution

City Retirement Match Contribution

Non-City Retirement Match Contribution

Health Service Match Contribution

State Unemployment Insurance Charge -- City Paid.

Generate reversal transaction type 308R to back out the accrual of unprocessed payroll costs prior to the next interface of actual payroll costs.

The following tables show, by transaction type, the cost categories and associated codes required by the transactions. These tables are not finalized. It is likely that a new transaction, possibly 269, will be developed to perform, for Health Service and Retirement costs, the interface functions now performed by transaction 267. The tables will be revised when details are finalized.



TRANSACTION CODE AND DATA ELEMENT REQUIREMENTS FOR PAYROLL/FAMIS INTERFACE RECORDS  
TRANSACTION TYPE 267 (WITH SUBSIDIARY ACCOUNT CONSTANT BY CATEGORY)

TABLE IV

		DATA ELEMENTS AT LEVEL OF SUMMARIZATION					
		DOCUMENT NUMBER	TRANSACTION CODE	INDEX CODE	PROJECT WORKPHASE	SUB-OBJECT	SUBSIDIARY ACCOUNT
DEDUCTION TYPE OF PAYROLL COST CATEGORIES		DERIVED FROM LABOR INPUT DATA	267 - SYSTEM GENERATED	029249-SYSTEM GENERATED	0000-SYSTEM GENERATED	0000-SYSTEM GENERATED	030000917 - SYSTEM GENERATED
HEALTH SERVICE DEDUCTION PLUS HEALTH SERVICE MATCH CONTRIBUTION		DERIVED FROM LABOR INPUT DATA	267 - SYSTEM GENERATED	029041-SYSTEM GENERATED	00000-SYSTEM GENERATED	0000-SYSTEM GENERATED	303000914 - SYSTEM GENERATED
BOND DEDUCTION		DERIVED FROM LABOR INPUT DATA	267 - SYSTEM GENERATED	029686-SYSTEM GENERATED	00000-SYSTEM GENERATED	0000-SYSTEM GENERATED	303000918 - SYSTEM GENERATED
DEFERRED COMPENSATION DEDUCTION		DERIVED FROM LABOR INPUT DATA	267 - SYSTEM GENERATED	029686-SYSTEM GENERATED	00000-SYSTEM GENERATED	0000-SYSTEM GENERATED	303000918 - SYSTEM GENERATED



TRANSACTION CODE AND DATA ELEMENTS REQUIRED FOR PAYROLL/FAMIS INTERFACE RECORDS  
FOR PAYROLL ACCRUAL

TABLE VI

TRANSACTION TYPE 308

DATA ELEMENTS AT LEVEL OF SUMMARIZATION						
CHARGE TYPE OF PAYROLL COST CATEGORIES	DOCUMENT NUMBER	TRANSACTION CODE	INDEX CODE	PROJECT WORKPHASE	SUB-OBJECT	DEPARTMENT DEFINED DATA
GROSS PAYROLL CHARGES	SYSTEM GENERATED	308 - SYSTEM GENERATED	SYSTEM GENERATED	SYSTEM GENERATED	SYSTEM GENERATED	SYSTEM GENERATED
SOCIAL SECURITY MATCH CONTRIBUTION	SYSTEM GENERATED	308 - SYSTEM GENERATED	SYSTEM GENERATED	SYSTEM GENERATED	0606 - SYSTEM GENERATED	SYSTEM GENERATED
CITY RETIREMENT MATCH CONTRIBUTION	SYSTEM GENERATED	308 - SYSTEM GENERATED	SYSTEM GENERATED	SYSTEM GENERATED	0600-MONUNIF. 0602-UNIFORM SYSTEM GEN.	SYSTEM GENERATED
NON-CITY RETIREMENT MATCH CONTRIBUTION	SYSTEM GENERATED	308 - SYSTEM GENERATED	SYSTEM GENERATED	SYSTEM GENERATED	0601 - SYSTEM GENERATED	SYSTEM GENERATED
HEALTH SERVICE MATCH CONTRIBUTION	SYSTEM GENERATED	308 - SYSTEM GENERATED	SYSTEM GENERATED	SYSTEM GENERATED	0613 - PORT 0610 - OTHER SYSTEM GEN.	SYSTEM GENERATED
STATE UNEMPLOYMENT INSURANCE CHARGE - CITY PAID	SYSTEM GENERATED	308 - SYSTEM GENERATED	SYSTEM GENERATED	SYSTEM GENERATED	0620 - SYSTEM GENERATED	SYSTEM GENERATED



**f. IMPLEMENTATION PRIORITIES**

All of the requirements discussed above are fundamental to the Payroll Interface and must be implemented simultaneously.

FAMIS has the capability to collect hours worked as well as dollars charged per account. This ability to collect hours is currently not being exercised. The new Payroll/Personnel System will be able to provide hours to FAMIS should it be required in the future.

It is desired that the payroll system be capable of generating a new type of interface transaction, possibly type 268, which will record revenue to the department when maintenance deductions are withheld, such as deductions for meals provided to the employee by the department. Currently this is performed via a manual journal entry process. This is recognized as an expanded performance objective which may not be supported at the time of initial system implementation.

Generating and interfacing accrual transactions carrying estimated month-end payroll costs is considered an expanded performance objective. No commitment is made to providing this capability at initial system implementation.



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PAGE: 176

SOURCE/DEPARTMENT: Dave Fong, Controller

COMMENT: Dave indicates that the description of the FAMIS transactions should be changed to include a description of a new revenue transaction, possibly type 268, and a new trust fund transaction, possibly type 269.

RESPONSE: Change the description of transaction type 267 to indicate that some of the functions it now performs may be taken over by a new transaction, possibly type 269. Add a new paragraph referencing "Implementation Priorities" regarding the proposed new revenue transaction.



267 To record the transfer of payroll deduction and City's matching contribution to the applicable appropriate subsidiary account in the payroll deduction trust fund (for payrolls released). This function may be split between 267 and a new transaction, possibly 269.

271 To record an interdepartmental recovery for Unemployment Insurance charges from the payroll interface.

308 Records the accrual of gross payroll charges and City's matching contributions.

Currently, only transaction type 265 is automatically interfaced to FAMIS from the payroll system. Transaction types 266, 267, and 271 are manually recorded in FAMIS through journal entry a day or two later. This operation is very time consuming, error prone, and inefficient for payroll control purposes. No City-wide use is currently made of transaction type 308 for month-end payroll accruals.

The new Payroll/Personnel System's ability to generate all five (and possibly six) transaction types will achieve the following:

- Fully utilize FAMIS payroll clearing account (General Ledger 695) for control purposes
- Reduce the number of possible payroll errors
- Record the complete accounting event on a more timely basis.

Also see "Implementation Priorities" for discussion of a new revenue transaction, possibly type 268. Payroll system generation of this transaction, if created, is considered an expanded performance objective.

#### Scope

Priorities have been established and boundaries drawn to insure that the new Payroll/FAMIS interface will perform all essential interface functions. However, certain features have been ruled outside the scope of the project.



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PAGE: 181

SOURCE/DEPARTMENT: Dave Fong, Controller

COMMENT: Dave notes that FAMIS would like to create a new transaction type, possibly 269, to transfer cash and equity regarding Retirement and Health Service deductions and City-match to General Ledger Account 301 rather than 303. This would improve control over funds for which the City has an ongoing responsibility.

RESPONSE: Add a statement that a new transaction type may be created. This impacts only the interface program, which is yet to be designed, and is a minor change. Also see page 176.



SOURCE/DEPARTMENT: Chris Baldo, Controller  
Dave Fong, Controller

COMMENT: Reference is made to the fact that FAMIS keeps two fiscal years open (old and new) during the month of July, and that the payroll system should be capable of interfacing costs into both fiscal years during that period.

Additionally, when passing old fiscal year charges, those charges may be subject to a cash freeze. That freeze can now affect transaction 265 but not 266 or 267 because the latter two are at a higher level of summation than 265 -- there is no one-to-one relationship. The related requirement is, when passing old fiscal year transactions, to pass separate 266 and 267 transactions as companions to the 265 all summarized at the same level.

RESPONSE: Add these as requirements. The summarization issue affects only the interface program and will require that the program contain an option to generate 266 and 267 transactions summarized at either a low level or a high level. Regarding multiple fiscal years, system design should provide for using effective-date or some other indicator to insure that the proper FAMIS files are used for editing, and that payroll-generated FAMIS transactions are interfaced with the correct FAMIS codes for the appropriate fiscal year. The same indicator used to control the FAMIS files which are accessed should also control the level of summation. This process should be designed to avoid any separate batching or special control operations.



State Withholding Tax

SDI Deduction

Maintenance Deduction

Jury Duty Deduction

Voluntary Deduction

Bond Deduction

Deferred Compensation Deduction.

The Retirement and Health Service cost categories listed above may be passed with a new transaction type, possibly 269, rather than transaction type 267 as is now done. This will transfer cash and equity to general ledger account 301 rather than 303. This does not imply any change in interface methodology beyond the generation to two transaction codes instead of one.

Generate a transaction type 271 for each of the following cost categories which holds a value other than zero:

State Unemployment Insurance Charge -- City Paid

State Unemployment Insurance Administration Fee --  
City Paid.

Use the cost categories to derive the amounts required for each transaction. Provide the ability, for those cost categories used with transactions type 266 and 267, for the amounts to represent the total cost of all payroll records processed or to represent the cost associated only with the payroll records summarized for each 265 transaction generated.

Use the Document Number, Index Code, Project/Work-Phase, and Sub-Object which is input with the labor data for the interface transaction records when appropriate.

Access Payroll/Personnel Edit Tables to derive necessary codes not available in the input labor data. Depending upon the transaction type and cost category the tabled values could be Index Code, Project/Work-Phase, Sub-Object, Subsidiary Account Number, Warrant Series Number and Fiscal Month/Year. The system must be capable of accessing both old fiscal year and current fiscal year edit tables.



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PAGE: 186

SOURCE/DEPARTMENT: Project Staff

COMMENT: Document Reference Number is an optional field on payroll interface transactions to FAMIS. This could be useful for passing information that would improve the audit trail.

RESPONSE: Add a description of this data element. Also see page 178.



o Transaction Type 308:

Description

Records the accrual of gross payroll charges and City's matching contributions.

Purpose

Records the accrued payroll charges and City's matching contributions which increase an expenditure and accrued payroll liability account for month-end financial reporting.

- Document Number - An eight-digit alphanumeric field used for identifying the system from which the data derives and some significant sub-group within the data. All payroll transactions must have a document number beginning with "PY", meaning Payroll System.
- Document Reference Number - An eight-digit alphanumeric field used for identifying some significant sub-group of data within the Document Number.
- Index Code - A six-digit number which refers to an expanded data classification structure that identifies the fiscal entity, organization, program and the level of appropriation control and includes a check digit.
- Sub-object - A four-digit number that identifies the lowest level of expenditure or revenue.



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PAGE: 187

SOURCE/DEPARTMENT: Dave Fong, Controller

COMMENT: Deduction Identification Code is not a required FAMIS interface data element.

RESPONSE: We will remove this and substitute Fiscal Year/Month which is a required data element that was omitted in the original document. Also see page 178.



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PAGE: 187

SOURCE/DEPARTMENT: Chris Baldo, Controller

COMMENT: Chris notes that Fiscal Year/Month is a required interface data element.

RESPONSE: See preceding page.



-- Project	- A three-digit number that identifies a specific project appropriation as a unique funded entity such as capital projects and grants.
-- Work-Phase	- A two-digit number that identifies a specific subdivision of the project.
-- Department Defined Data	- A six-digit user-defined code that further specifies an account.
-- Subsidiary Account	- A nine-digit number used to segregate accumulated dollar balances at a lower level to support selected general ledger accounts.
-- Warrant Series Number	- A three-digit number that identifies a specific class of outstanding warrants.
-- Fiscal Year/Month	- A four-digit code the first two digits of which designate fiscal year and the last two fiscal month.
-- Amount	- Dollar amount associated with the transaction.



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PAGE: 188

SOURCE/DEPARTMENT: Dave Fong, Controller

COMMENT: Reporting requirement is stated to trace amounts credited through Transaction Codes 267, 268 and 269 identifying the individual source documents which constitute the summary level transactions interfaced to FAMIS.

RESPONSE: Add to page 189 a new report, "Detailed Interface Transaction Audit Report", to support at the employee level all summary transactions interfaced to FAMIS.



This report would be used by the central payroll staff to review interface transactions to insure that they are internally balanced. That is, the sum of type 265 transactions should equal the sum of all others. In addition, this report should be compared with FAMIS-produced Interface Reports for agreement.

#### Detailed Interface Transaction Audit Report

A report at the employee level supporting all summarized transactions interfaced to FAMIS. The report serves audit trail and reconciliation purposes.

#### • CONSTRAINTS

Security procedures must exist to insure that system run controls are limited to central payroll operations personnel who are authorized to perform these functions.

Current adjustments, meaning adjustments relating to services rendered in the current fiscal year, will be treated as normal transactions using all the appropriate sub-objects in the described payroll processing cycle.

Retroactive adjustments, meaning adjustments relating to services rendered in prior fiscal years will be uniquely identified by use of sub-object, 0176. All payroll costs must be charged to sub-object 0176. This means that gross payroll charges, Social Security Match Contribution, City Retirement Match Contribution, and Non-City Retirement Match Contribution must be accumulated in their proper sub-objects for reporting purposes, but interfaced to FAMIS in one lump sum under 0176 sub-object. In addition, the transactions will be treated as current year transactions as there is no ability to go back in time relative to the FAMIS accounts.



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PAGE: 196

SOURCE/DEPARTMENT: Dave Fong, Controller

COMMENT: Lost warrants should be handled outside the payroll processing--through Lost Warrant processes.

RESPONSE: Covered in new language added to page 155.



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PAGE: 211

SOURCE/DEPARTMENT: Project Staff

COMMENT: In the City election of November 2, 1982, "Miscellaneous" Employees' Retirement, Proposition H, was passed which amends City Charter Section 8.509. Proposition H eliminates fluctuating, varied rates of employee retirement contributions based on "age at entry" into the plan. It will set the rate at a fixed 8.00% (7.50% plus .50% post-retirement contribution required by Charter Section 8.526) for all members covered under Section 8.509.

Proposition H sets the employees' contribution rate independent of actuarial and economic assumptions which are subject to continuous change with each valuation of the Retirement System.

Proposition H does not alter the right of employees under this plan to reduce their contributions by the amount of FICA nor does it alter the inclusion of overtime in covered gross subject to retirement deductions. Retroactive pay for periods prior to July 1, 1983, to such employees will be based on the rates tied to age at entry; hence, the new payroll system will still need to record (or be able to generate) age at entry as a data element to support such calculations. The City matching rate for these retros would be at the rate effective at the time the retro is paid.

RESPONSE: Rephrase point 1 to indicate that miscellaneous members with membership dates prior to 11/2/76 contribute using a 8.00% rate set by charter regardless of the member's age upon entry.



b. MEMBER'S NORMAL CONTRIBUTION

Both the City and the member contribute to the retirement fund, and each member contributes to the system by salary deduction. The member's normal contribution is based upon a percentage of the member's Covered Gross Earnings. The applicable percentage is established for each retirement plan as illustrated below:

1. Miscellaneous members with effective membership dates prior to 11/2/76 contribute using a rate set by Charter at 8.00% regardless of the member's age upon entry.
2. Miscellaneous members with effective membership dates after 11/1/76 contribute using a rate set by Charter at 7.50% regardless of the age of the member.
3. It would be desirable for the system to maintain multiple fiscal-year rate tables to facilitate fiscal-year cutover and retroactive payments. Current regulations require that the member's retirement contributions for retroactive earnings be based upon the fiscal-year rates in effect during the retroactive time period.
4. Police and Fire members with effective membership dates prior to 11/2/76 now contribute using the maximum rate set by Charter at 7.00%. The charter allows for using a range of rates up to the 7.00% maximum based upon age at entry. It is therefore possible that some of these members could contribute at rates other than 7.00% in the future.
5. Police and Fire members with effective membership dates after 11/1/76 contribute using a rate set by Charter at 7.50%.



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PAGE: 242, 247, and 248

SOURCE/DEPARTMENT: Chris Baldo, Controller

COMMENT: Chris notes that the expanded six-character Department-Defined Data Field, which is a component of the Labor Code, is to be used by departments to hold both a work order number or miscellaneous data. This will be a mutually exclusive usage—that is, when a work order number must be recorded, miscellaneous data cannot be.

RESPONSE: Change page 242 to include work order number as valid for entry in the Department-Defined Data Field, and add a reference to Implementation Priorities.

Change page 247 to add a statement that departments will continue passing work order cost data to FAMIS in the manner they now use, and add a reference to Implementation Priorities.

Change page 248, Implementation Priorities, to add that reporting time with Department Defined Data to the payroll system will be treated as an expanded performance objective and will not be supported by the system at initial implementation. After experience has been gained operating the system in a production mode the issue will be re-examined.



The work program to which an expenditure is applicable is identified by a program code structure containing four levels:

Major Service Area/Community Goal - is a two-digit code which identifies a broad category of service provided by The City

Program - is a two-digit code which identifies a specific plan of action for the delivery of services within an MSA/CG

Activity - is a two-digit code which identifies a broad functional category of work to be performed within a program

Sub-Activity - is a two-digit code which identifies a particular type of work to be performed within an activity.

For example:

23 Pub Wks, Trans & Commerce/Transportation  
13 Electrical Vehicle Maintenance  
01 Trolley Coach Maintenance  
01 Motor Maintenance.

#### Identifying Departmentally-Defined Data

1. Provide for using a six-character code to identify department-defined data.

Plans are underway to allow departments to pass costs to FAMIS with an associated work order number or miscellaneous data such as a location or task code. This would be a mutually exclusive usage, meaning that if the department-defined data field held a work order number it could not also hold miscellaneous data and visa versa. This department defined data would form part of the FAMIS account identification. Payroll system support of the department-defined data field will be limited. See the Implementation Priorities section below.



At one extreme assume that a department's employees all do work so varied that it is impossible to make any normal labor code assignments. Thus, every employee must fully report all hours. This department could distribute its labor costs using the payroll system if the average employee's time could be reported using three labor codes. If the department had 100 employees, it would be limited to inputting approximately 300 records to the payroll system.

At the other extreme assume that a department's employees all do work that is fairly routine and for which normal labor code assignments can be made -- say five assignments per employee. This department could report three exceptions for each employee with the system assigning the balance of each employee's time to the normal labor codes. If this department had 100 employees, it too would be limited to approximately 300 payroll input records. However, in this example an employee inputting three exception records to the payroll system could have his or her time and costs distributed across as many as eight labor codes.

Departments which require more sophisticated labor distribution support will be required to establish a payroll clearing fund in FAMIS and charge their payroll costs to that fund. Then, in a separate operation, they would have to distribute their labor costs to their operating accounts using whatever mechanism was agreed upon with the Controller's FAMIS team, and recover those monies to the clearing fund. They would also have to reconcile the clearing fund.

This approach should be avoided whenever possible because it involves substantial duplication of effort, in that the department must summarize its labor data in one way for payroll and in another way for labor distribution.

There are project-oriented departments, such as DPW, whose project labor costing methodology is fundamentally different from the way in which payroll costs labor. These departments already use the payroll clearing fund approach and will have to continue doing so.

Also, departments which perform services funded by work order must continue to report work order costs to FAMIS using current procedures. See the Implementation Priorities section below.



f. IMPLEMENTATION PRIORITIES

All of the requirements discussed above are considered fundamental features of the new Payroll/Personnel System. In addition, other features are considered desirable and will be treated as "Expanded Performance Objectives." They will be considered when payroll/personnel software is evaluated but no commitment is made to providing them at initial system implementation. The following features are in this category:

- Online inquiry to labor distribution data by departments
- Computation of additional categories of labor cost such as paid absence expense accruals and overhead items
- Capability to accept as input to the payroll system time and/or cost data generated by automated departmental labor distribution systems.

In addition, support for reporting time and distributing costs using the Department Defined Data field is excluded at the time of initial system implementation. Thus, departments will not use the payroll system to report time to an individual work order, task code or other code which could potentially be recorded in this field. After experience has been gained operating the system in a production mode, this issue will be reexamined.



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PAGE: 256

SOURCE/DEPARTMENT: Jim Ilnicki, Public Health, SFGH

COMMENT: Data Requirements should include exempt waivers  
license requirements, and specialty positions attached to  
positions.

RESPONSE: Data Requirements have been expanded to include  
Required License for those classifications which require  
employees to be licensed.



## DATA REQUIREMENTS

The data elements necessary to the Employee File are as follows:

Full Name of employee \*\*

Address

City - State - Zip Code

Birthdate

Ethnic Identity

Sex

Social Security Number \*\*

Classification \*\*

Rate of pay - salary-step \*\*

Required License

Department/Division/Section

Position Control Number

Requisition Number \*\*

Oral Authorization Number \*\*

Employee Work Phone Number



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PAGE: 257

SOURCE/DEPARTMENT: Tom Gerughty, Controller ISD

COMMENT: Tom questions whether the classification and date of employment is for all of prior city service or just the most recent prior class and date.

RESPONSE: Data Requirements have been revised to clarify that the reference is to immediate prior city service.



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PAGE: 257

SOURCE/DEPARTMENT: Jim Ilnicki, Public Health,

COMMENT: Under Critical Dates - is Certificate Date included in one of the others mentioned?

RESPONSE: Data Requirements have been expanded to included Date of Certification.



Employment Status \*\*  
    Permanent - rank and list number  
        Entrance Probationary  
        Promotive Probationary  
    Permanent Exempt  
    Temporary - rank and list number  
        Temporary Exempt  
    Limited Tenure  
    Non Civil Service

Critical Dates  
    Validation of appointment \*\*  
    Effective Date of Appointment \*\*  
    Anniversary Dates - Vacation/Sick Pay \*\*  
    Date of Medical Examination  
    Date of Fingerprinting  
    Date of Certification

Immediate Prior City Service  
    Classification  
    Date of Employment  
        (other City Service available in  
        Payroll/Personnel History File)

Emergency Contacts  
    Name  
    Address  
    City - State - Zip Code  
    Phone Number  
    Relationship

\*\* These data elements must be reported to the  
Payroll/Personnel System on or before beginning  
employment to effect pay.



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PAGE: 265

SOURCE/DEPARTMENT: Jim Ilnicki, Public Health, SFGH

COMMENT: Charter Section 8.403, Nursing, should be referenced in the introduction.

RESPONSE: Introduction to Classification amended to include reference to Charter Section 8.403.



### 3. CLASSIFICATION

#### a. INTRODUCTION

Under Charter Section 3.661, the Civil Service Commission is mandated to classify all places of employment in the departments and offices of the City and County not specifically exempted by Charter. Further, the Civil Service Commission is mandated to classify all positions or all places of employment in the City and County specifically exempted from Civil Service Charter Provisions. Charter exempted positions are made subject to classification for salary standardization purposes in accordance with Charter Section 8.4021.

The Charter empowers the Civil Service Commission to allocate or reallocate positions to various classifications. Classification numbers and titles assigned to positions by the Commission are required to be used in all records, reports, statements and communications, including the compensation schedule, annual budget and salary ordinance, payrolls and appropriate ordinances.

Classifications are grouped into five categories for determining rates of pay. The five categories and the applicable Charter sections which govern the method for determining their pay rates are as follows:

Miscellaneous Classifications - Charter Sections 8.400, 8.401, 8.403, and 8.407

Municipal Railway Platform Classifications  
Charter Section 8.404



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PAGE: 267

SOURCE/DEPARTMENT: Tom Gerughty, Cont. EDP

COMMENT: Tom noted: "Some salaries are set on a monthly basis and then the Controller's Office determines the biweekly basis to the nearest penny (Municipal Court Judges and other employees of Muni Court.)"

RESPONSE: Clarification made to note that the Controller's Office calculates biweekly rates for these classifications.



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PAGE: 267

SOURCE/DEPARTMENT: Tom Gerughty, Cont. EDP

COMMENT: Tom comments that "Salary Schedule Numbers included in the Salary Standardization Ordinance assigned a five step salary range and a nine step salary range must be distinguished" should read "Salary Schedule Numbers . . . assigned both a five step and nine step salary range . . . ."

RESPONSE: Sentence changed as requested.



Classifications must be identified by number and title.

Classifications in which employees are precluded from receiving overtime pay must be identified.

Classifications assigned to the Senior Management Service must be identified.

Salary Schedule Numbers assigned to classifications included in the Salary Standardization Ordinance must be identified.

Salary Schedule Numbers included in the Salary Standardization Ordinance assigned both a five step salary range and a nine step salary range must be distinguished.

Classifications in the Salary Standardization Ordinance where entrance rate of pay is higher than first step must be distinguished.

Classifications for which hourly rates are established must be identified.

Classifications assigned a flat biweekly rate must be identified.

Classifications assigned a monthly rate of pay and classifications assigned a semi-monthly rate of pay must be distinguished. (Note: Controller's office calculates biweekly rate for those classifications.)

Classifications which have a three-step and a four-step salary range must be distinguished.

The following dates must be secured for all classifications:

Date classification and salary established



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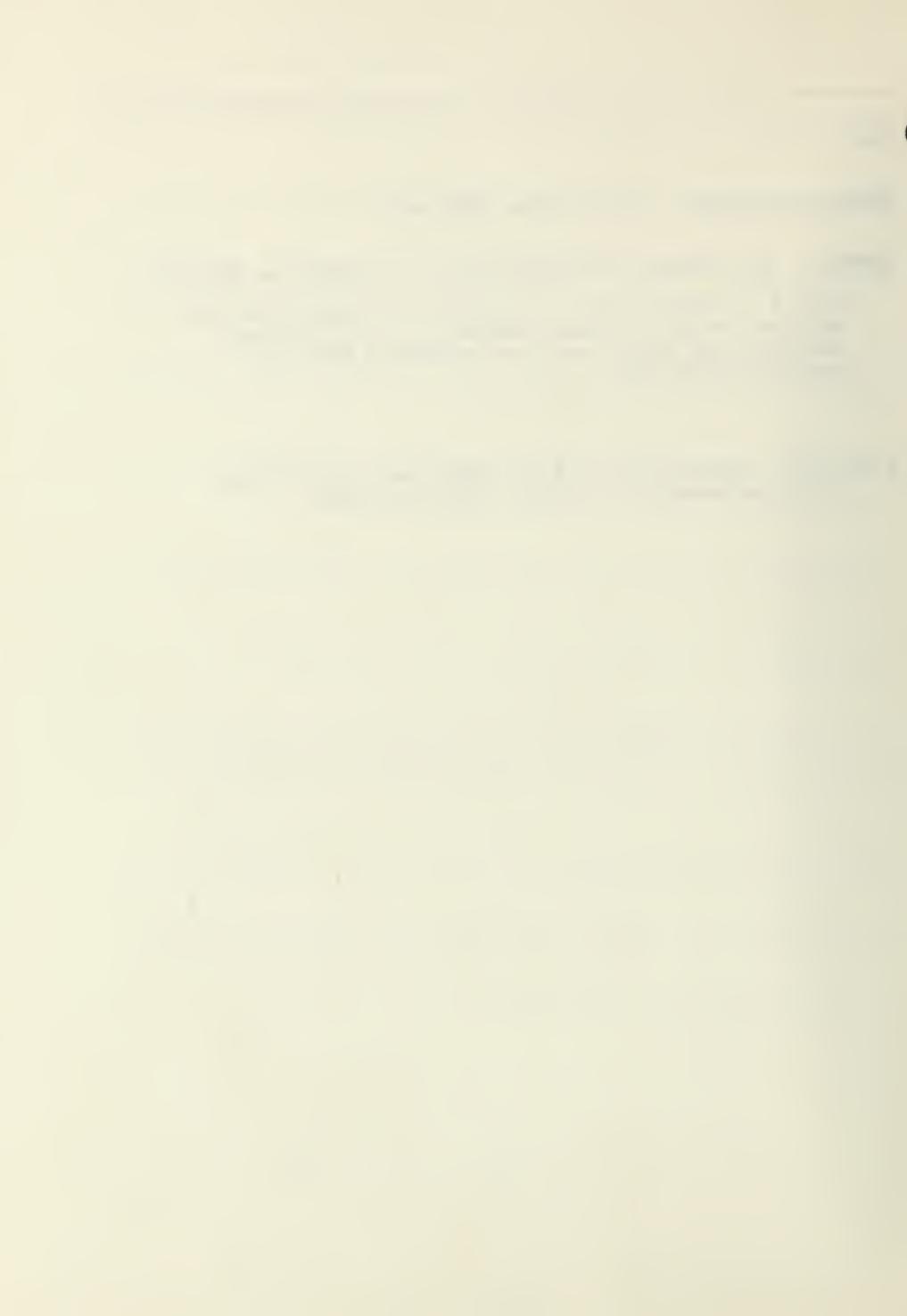
PAGE: 277

SOURCE/DEPARTMENT: Dorothy Yee, EEO Unit

COMMENT: EEO requests introduction to be changed as follows:

Line 4: Instead of ". . . to adopt an annual city-wide Affirmative Action Plan," state ". . . to collect, maintain, and report employee workforce data by race/ethnicity/sex."

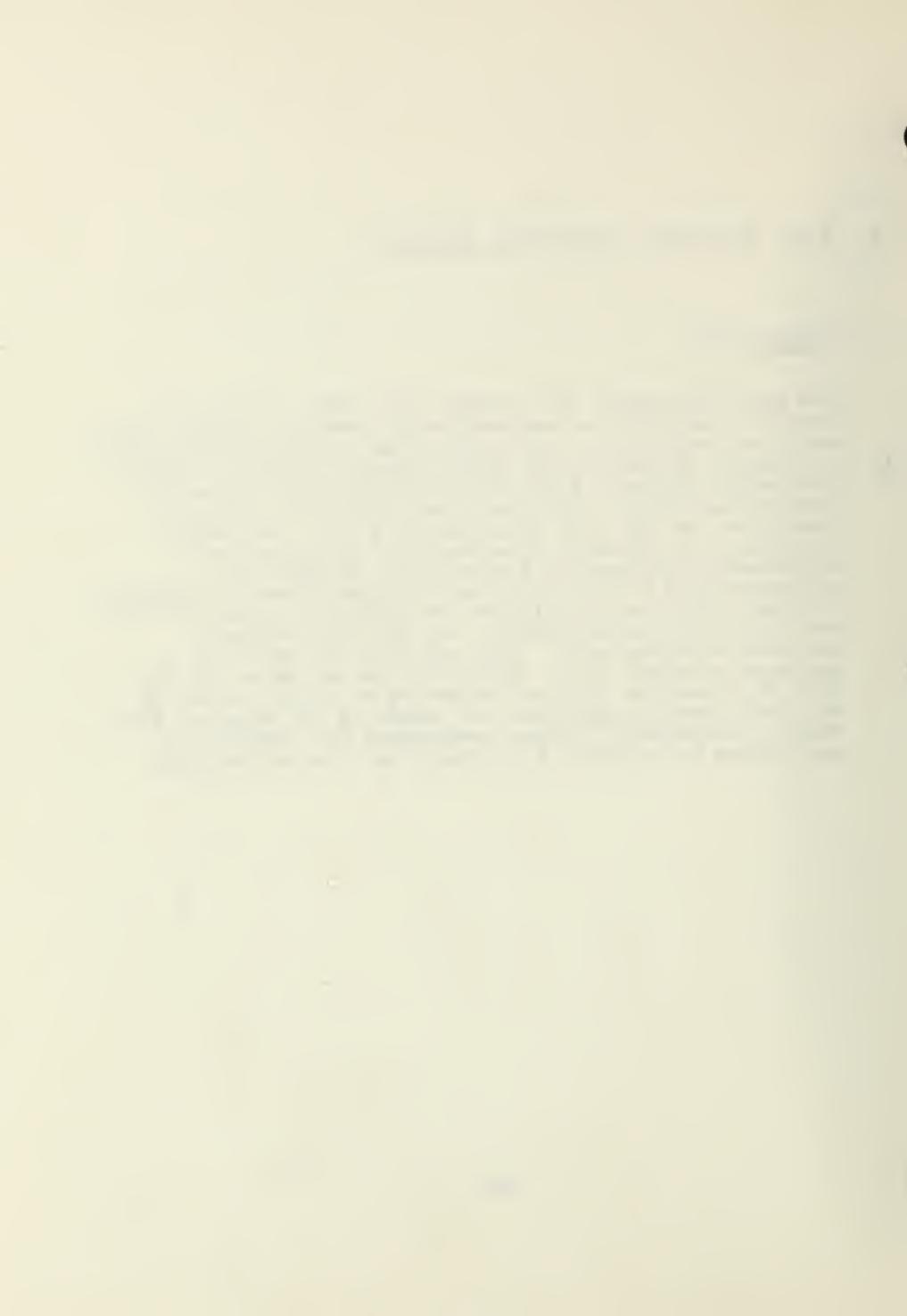
RESPONSE: Introduction to Equal Employment Opportunity Reporting amended to include above wording.



## 5. EQUAL EMPLOYMENT OPPORTUNITY REPORTING

### a. INTRODUCTION

The Equal Employment Opportunity Unit (EEO) of the Civil Service Commission is responsible for meeting Federal, State and local regulations that require the City of San Francisco to collect, maintain, and report employee workforce data by race/ethnicity/sex. Under the 1979 Compliance Agreement between the Office of Revenue Sharing and the City of San Francisco, the EEO Unit is responsible for: providing technical assistance to departments in adopting annual Departmental Affirmative Action Plans; giving oral authorizations for Non-Civil Service appointments; complying with and reporting on bilingual requirements stipulated in the ORS Compliance Agreement. The EEO Unit performs specialized recruitment. This unit also collects and analyzes workforce data. The functions for which the EEO Unit is responsible include conducting an annual survey of all Civil Service employees for composing the required EEO-4 report, conducting bilingual assessment and testing and certifying individuals' proficiency in a second language.



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PAGE: 280

SOURCE/DEPARTMENT: Jim Ilnicki, Public Health, SFGH

COMMENT: Should include age as a Data Requirement.

RESPONSE: Data Requirements expanded to include date of birth.



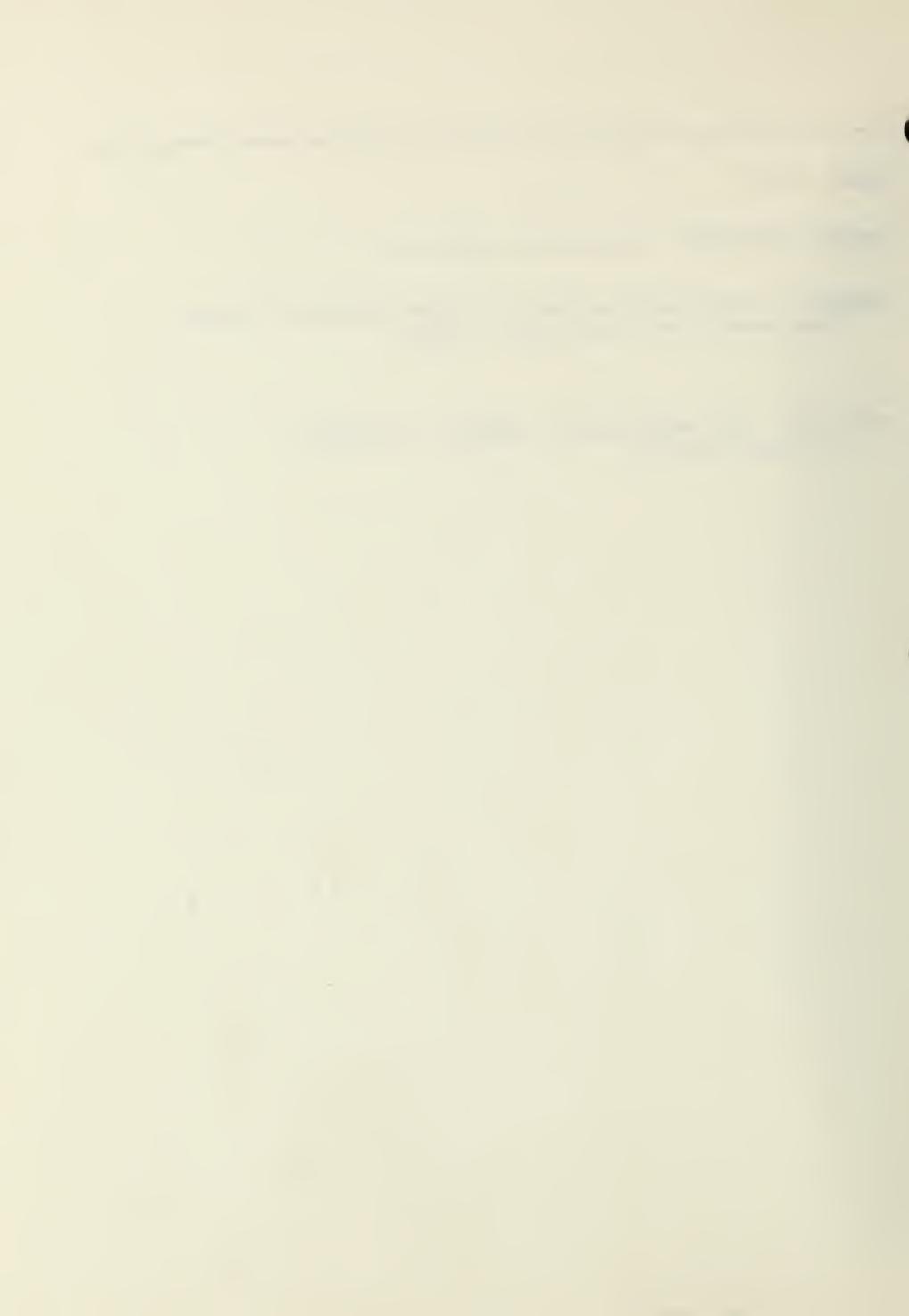
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PAGE: 280

SOURCE/DEPARTMENT: Dorothy Yee, EEO Unit

COMMENT: EEO requests adding "bilingual premium" to Data Requirement for "Annual Rate of Pay."

RESPONSE: Data Requirements expanded to include bilingual premium.



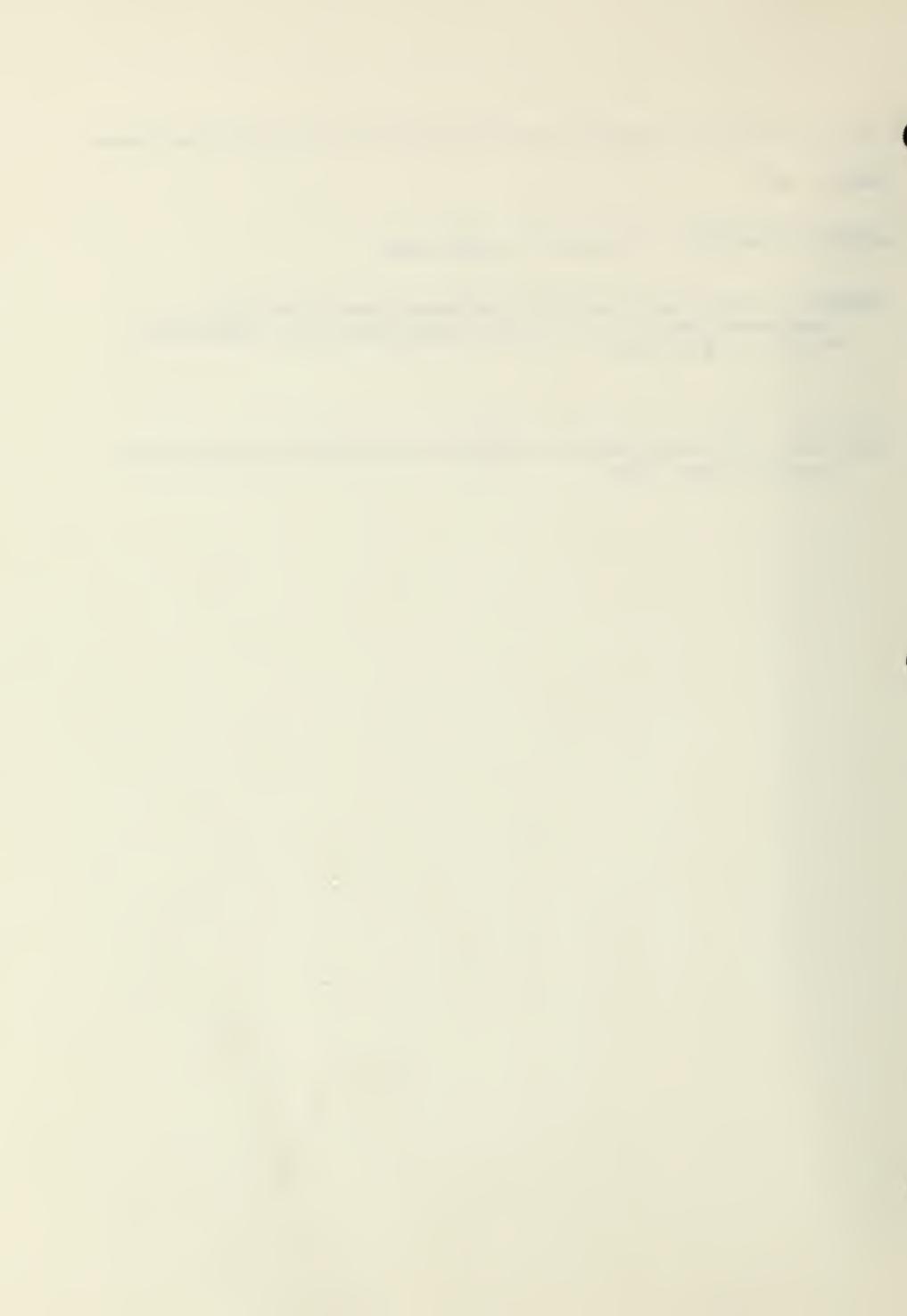
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PAGE: 280

SOURCE/DEPARTMENT: Dorothy Yee, EEO Unit

COMMENT: EEO requests adding "permanent part-time" and "temporary part-time" to Data Requirements for Employment Status of Employee.

RESPONSE: Data Requirements expanded to include permanent and temporary part time.



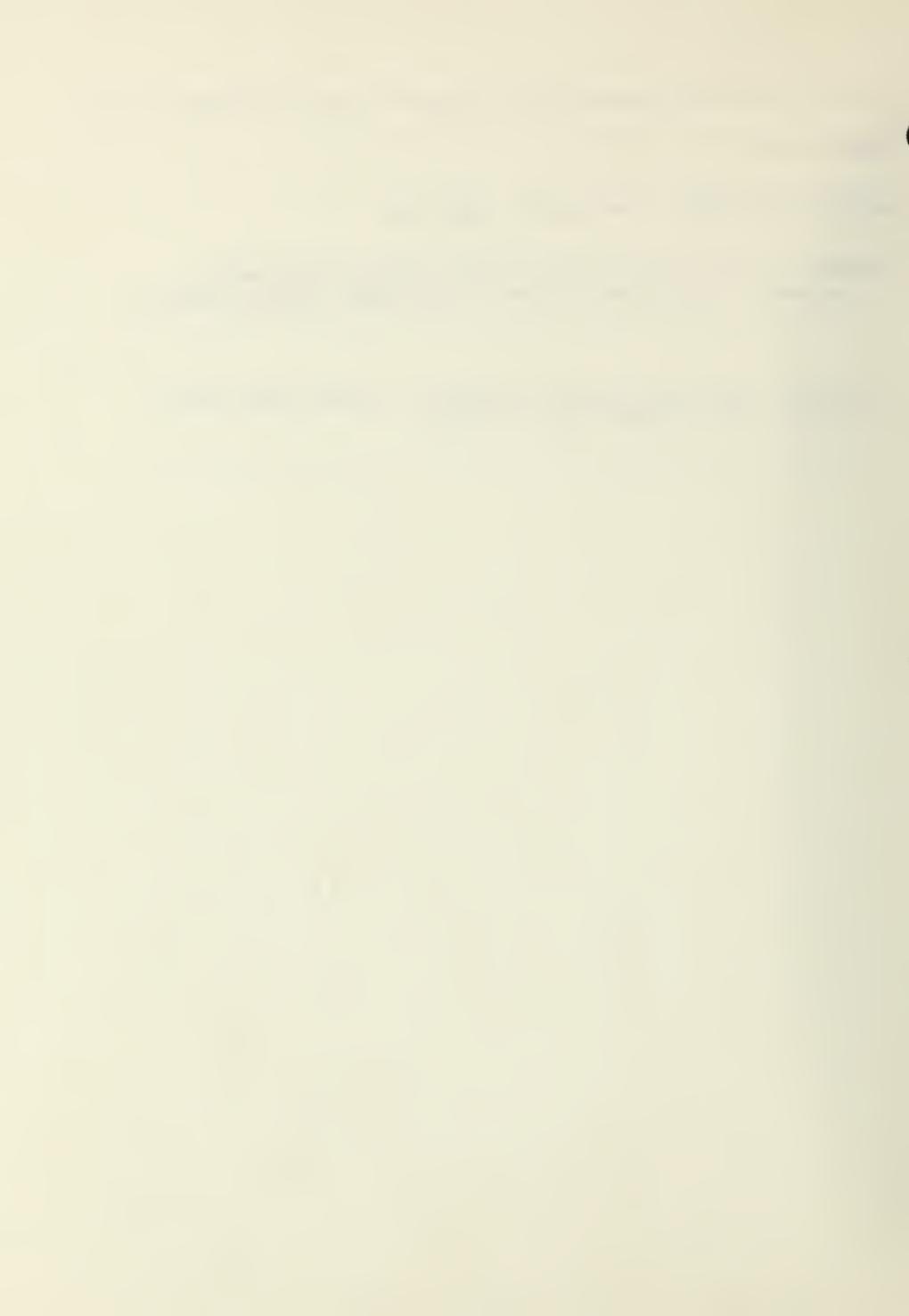
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PAGE: 280

SOURCE/DEPARTMENT: Dorothy Yee, EEO Unit

COMMENT: EEO requests clarification of Data Requirement element, "Conditional Waiver of Bilingual Skills Premium."

RESPONSE: Data Requirement expanded to include Conditional Waiver of Bilingual Skills Premium.



c. DATA REQUIREMENTS

The data elements necessary to meet the needs of the Equal Employment Opportunity Unit of the Civil Service Personnel Department are:

Name of Employee/Address/City/State/Zip Code

Date of Birth

Classification Number and Title

Annual Rate of Pay

(Compensation based on the biweekly rate of pay times 26 pay periods of each employee. The computation is affected by the date of the request and the premiums earned at the time of the request.)

Bilingual Premium

Department/Division/Section

Employment Status of Employee:

Permanent

Permanent Exempt

Temporary Exempt

Non-Civil Service (NCS)

Permanent Part-Time

Temporary Part-Time

Ethnic Identity of Employee

Sex of employee

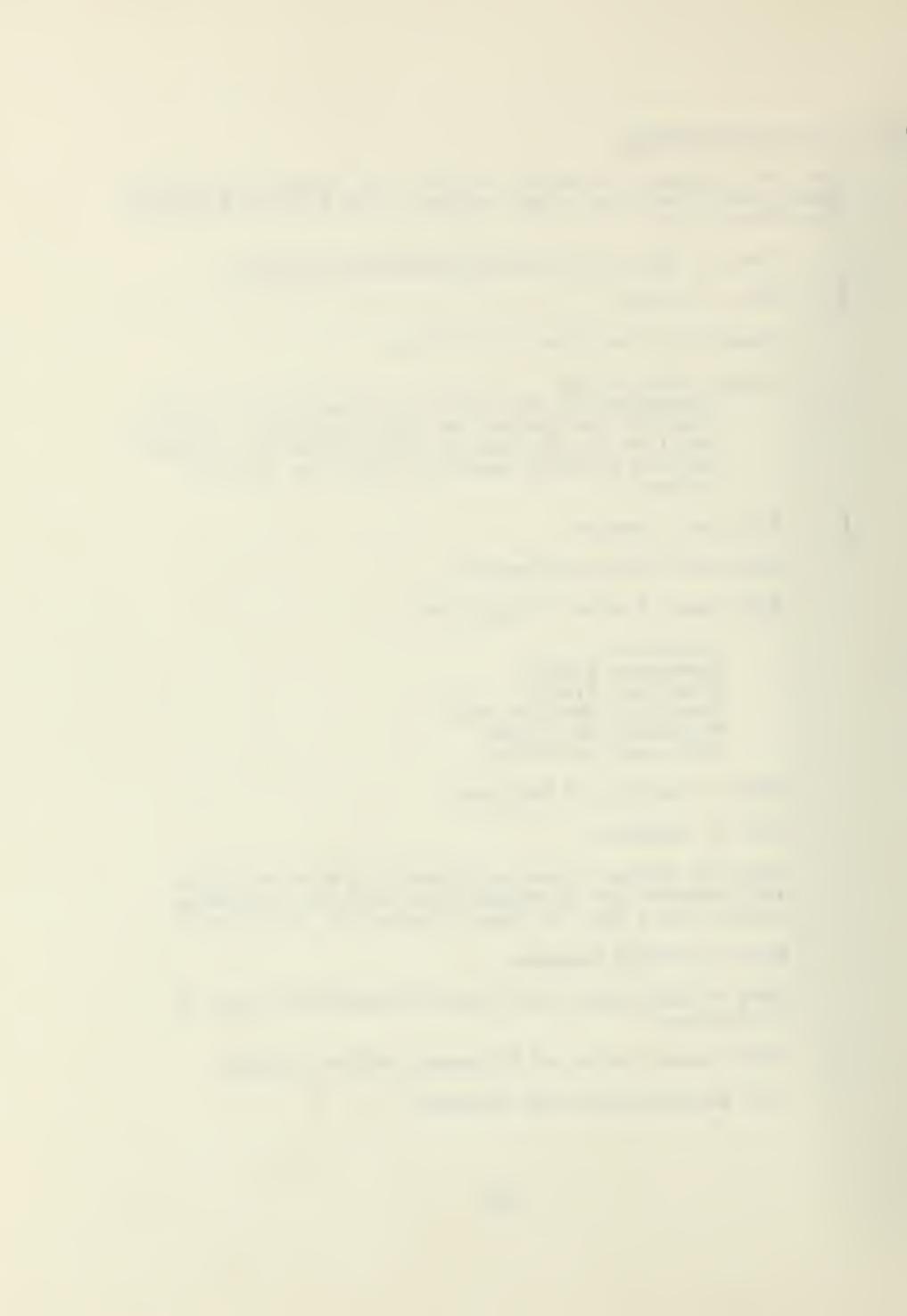
Handicap Status, where applicable (State reporting requirements for distinguishing different handicap status types have not been released at this time.)

Spoken Foreign Language

Date of Bilingual Certification/Certified Proof of Proficiency.

Conditional Waiver of Bilingual Skills Premium

City Resident/Non-City Resident



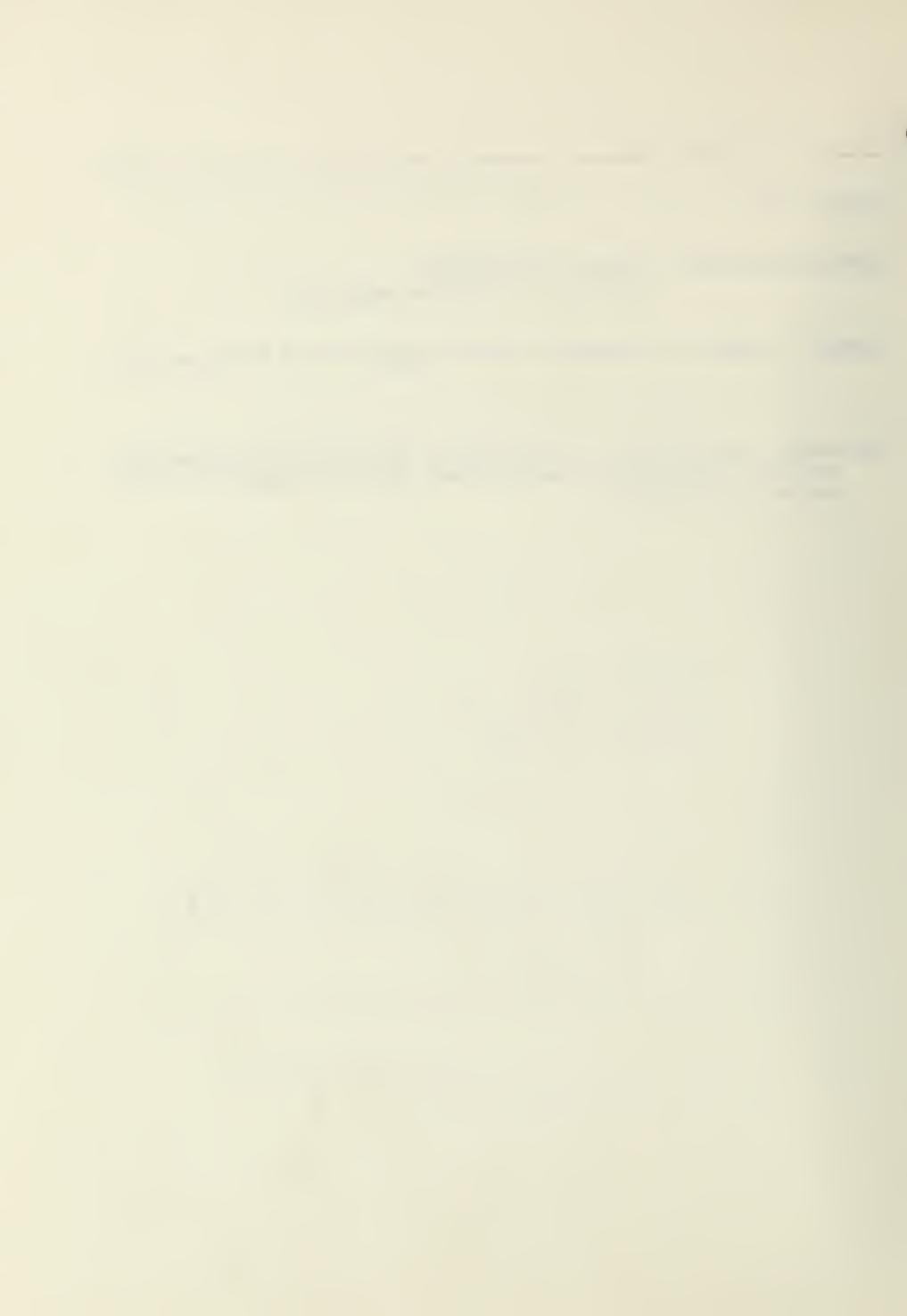
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PAGE: 284

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta recommends inserting CSC before Training Unit.

RESPONSE: Introduction to Performance Evaluation Notifications  
amended to include the words Civil Service Commission (CSC)  
before Training Unit.



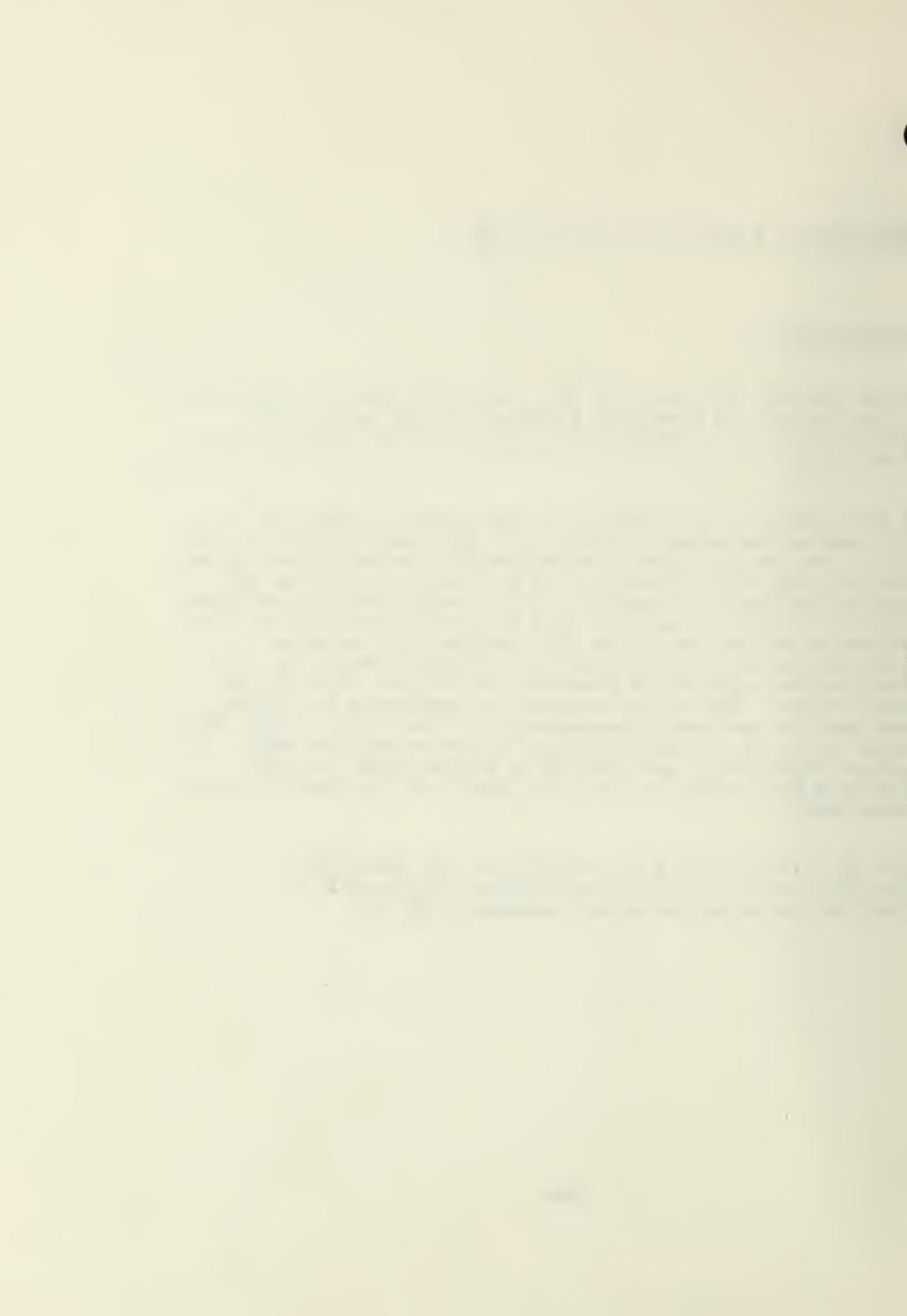
## PERFORMANCE EVALUATION NOTIFICATIONS

### INTRODUCTION

Under Charter Section 3.661(b), the Civil Service Commission is authorized to establish a system of evaluating the performance of all employees of the City and County of San Francisco.

A Performance Rating System was developed in 1975 and implementation began in 1976. The CSC Training Unit of the Civil Service Department is responsible for coordinating and maintaining this system through planning, scheduling and conducting training sessions for all supervisory department personnel in the procedures and methods of writing valid and reliable evaluations. The CSC Training Unit is also responsible for establishing a Maintenance System by which evaluation reports are generated within and retained by departments. Evaluation reports for employees in classes assigned to the Senior Management Service are generated from departments to the CSC Training Unit on a regular basis. To ensure consistency and quality of evaluations, the CSC Training Unit schedules periodic audit of the system in each department.

The CSC Training Unit is responsible for providing opportunities to all City and County departments for training in supervision and management skills.



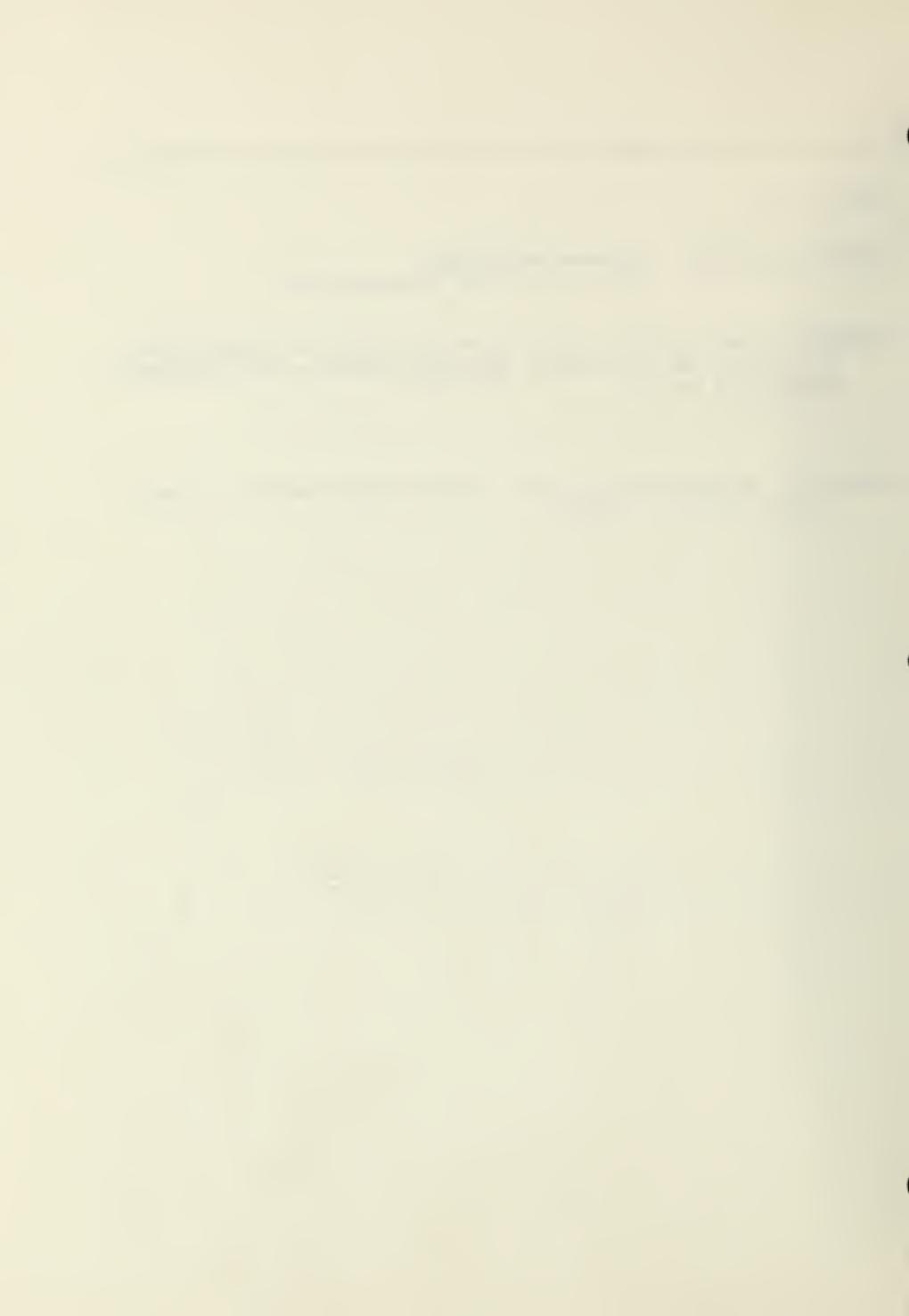
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PAGE: 285

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta notes that the correct title of this evalua-  
tion report is Performance Appraisal Report, not Performance  
Evaluation Report.

RESPONSE: Recommendation noted. Requirements amended to show  
correct title of report.



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PAGE: 285

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta recommends inserting serving a probationary  
period before ". . . and permanent employees who have  
completed . . ."

RESPONSE: Recommendation noted and Functional Requirements  
amended to insert the appropriate language to clarify when  
permanent employees require evaluations.



b. FUNCTIONAL REQUIREMENTS

To support the employee evaluation programs of the Civil Service Training Unit, the Payroll/Personnel System must meet the following requirements:

Provide for identifying the dates employees' work performance must be evaluated on one of the following evaluation forms:

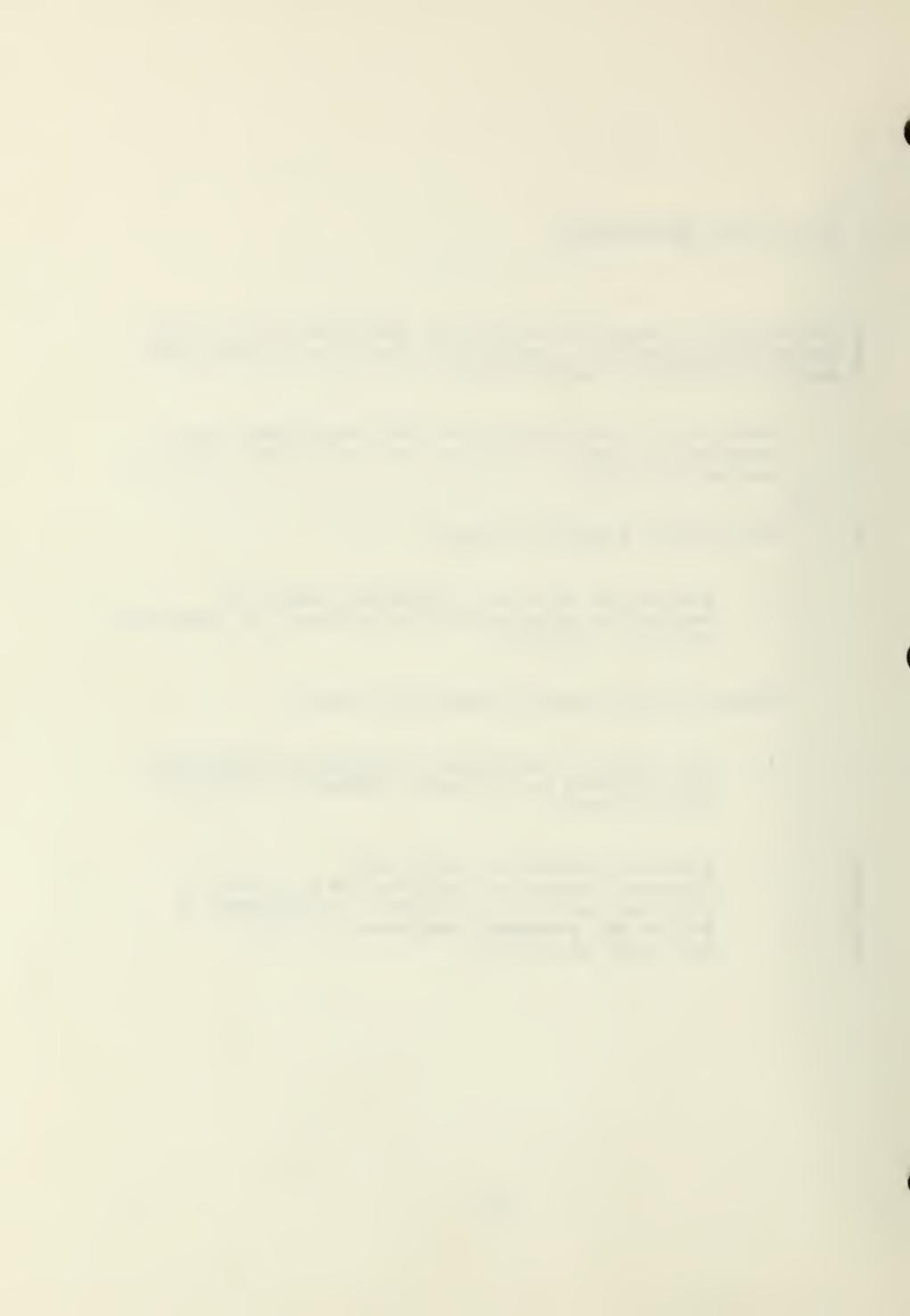
Performance Appraisal Report

- Evaluation dates and frequency/number of evaluation reports required governed by employment status of employee.

Management Performance Evaluation Report

- (1) for permanent employees in managerial positions not included in the Senior Management Service (SMS) program:

- Required evaluation dates and frequency/number of reports distinguished by permanent employees serving a probationary period and permanent employees who have completed probation.



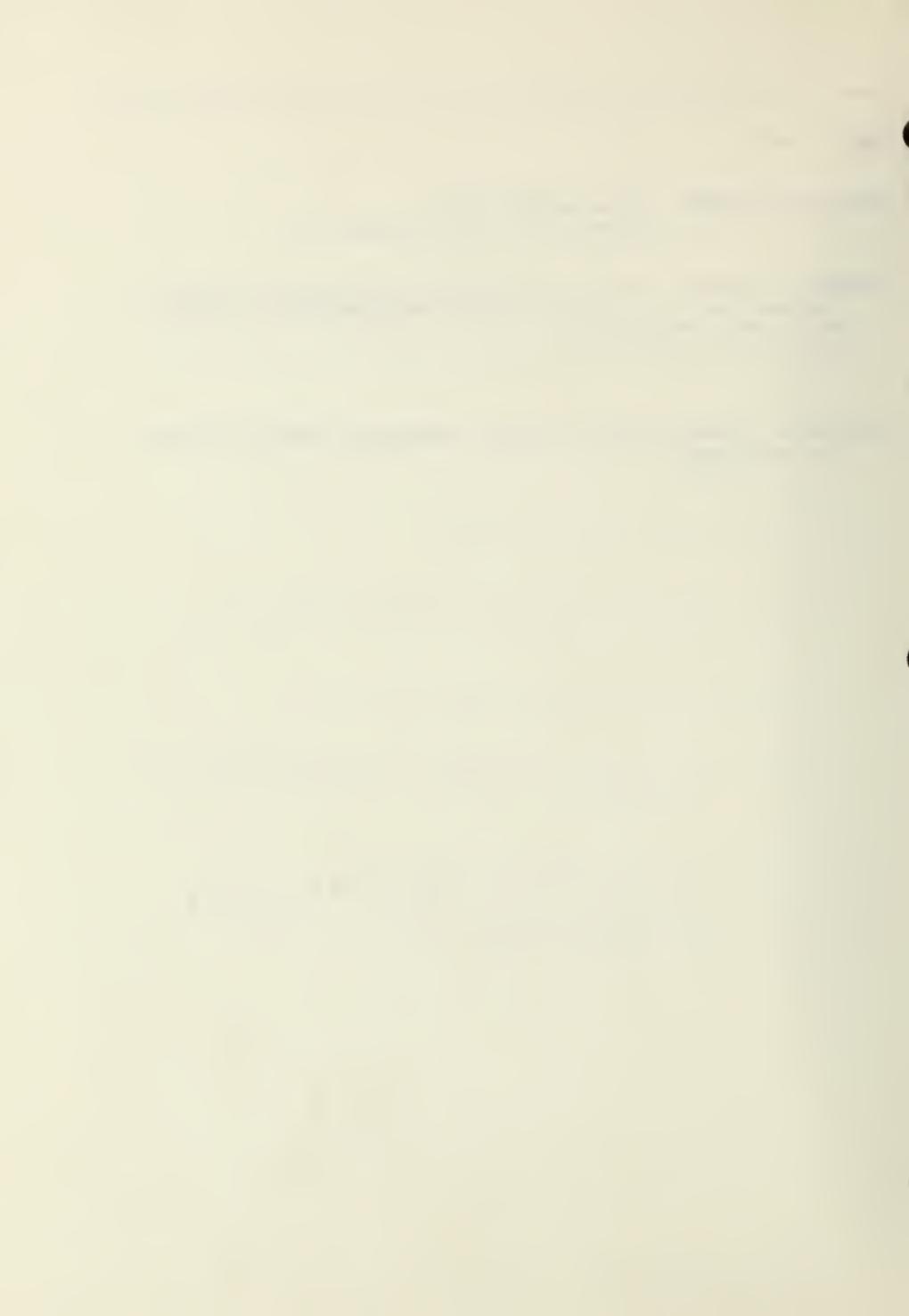
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PAGE: 286

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta requests deleting the word work in sentence  
referencing " . . . report of all employees' due a work  
performance evaluation . . ."

RESPONSE: Recommendations noted. Language amended to delete  
the word work.



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PAGE: 286

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta recommends inserting are to be completed  
before ". . . for employees in classes included in the  
Senior Management Services Program."

RESPONSE: Language amended to include recommended phrase as  
shown above.



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PAGE: 286

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta suggests changing the part of the sentence reading, ". . . and the evaluations are to be returned to . . ." to read, ". . . and the evaluations are to be submitted to . . ."

RESPONSE: Language amended to delete the word returned and substitute the word submitted.



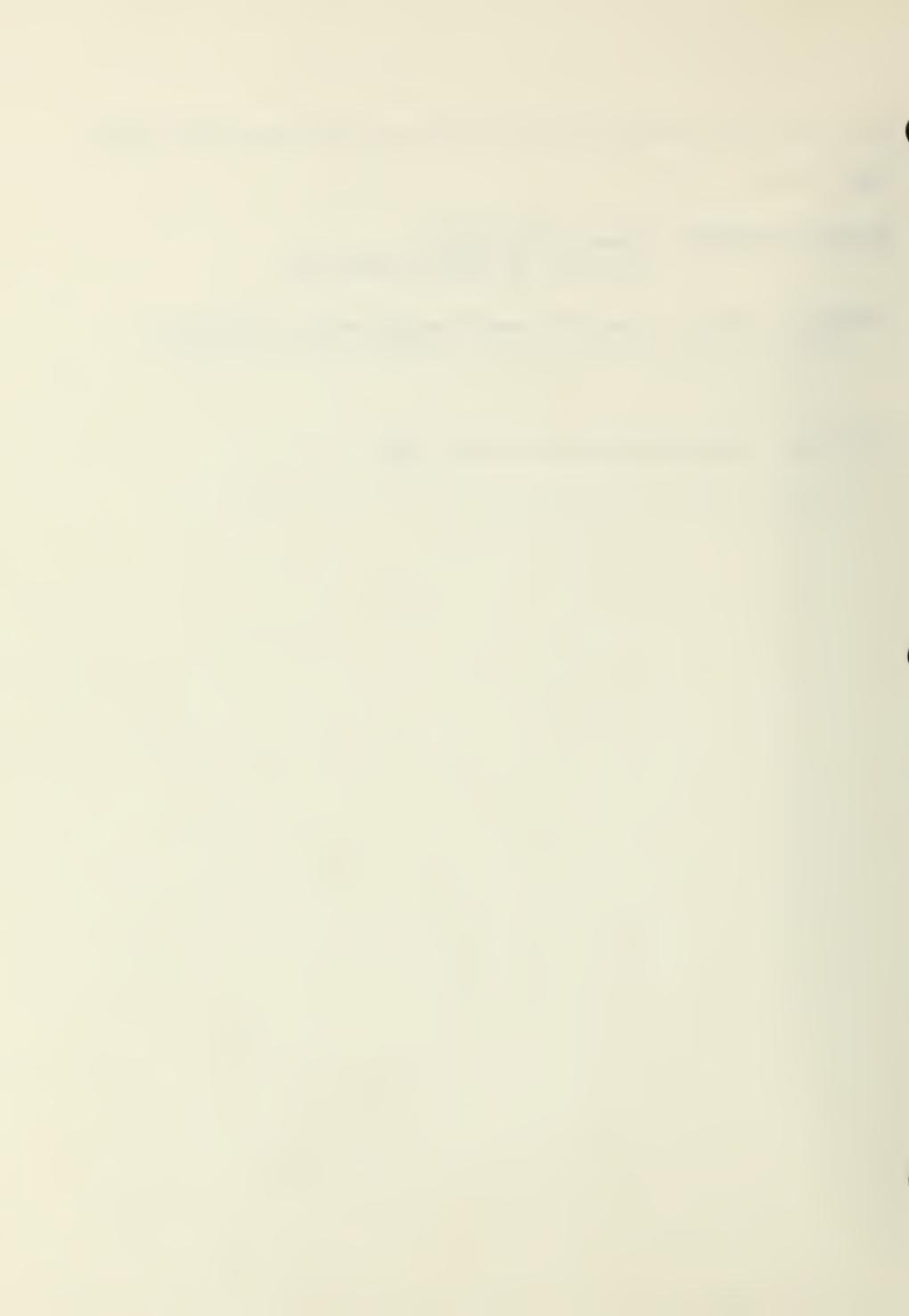
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PAGE: 286

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta recommends inserting CSC before Training  
Unit.

RESPONSE: Language amended to insert CSC.



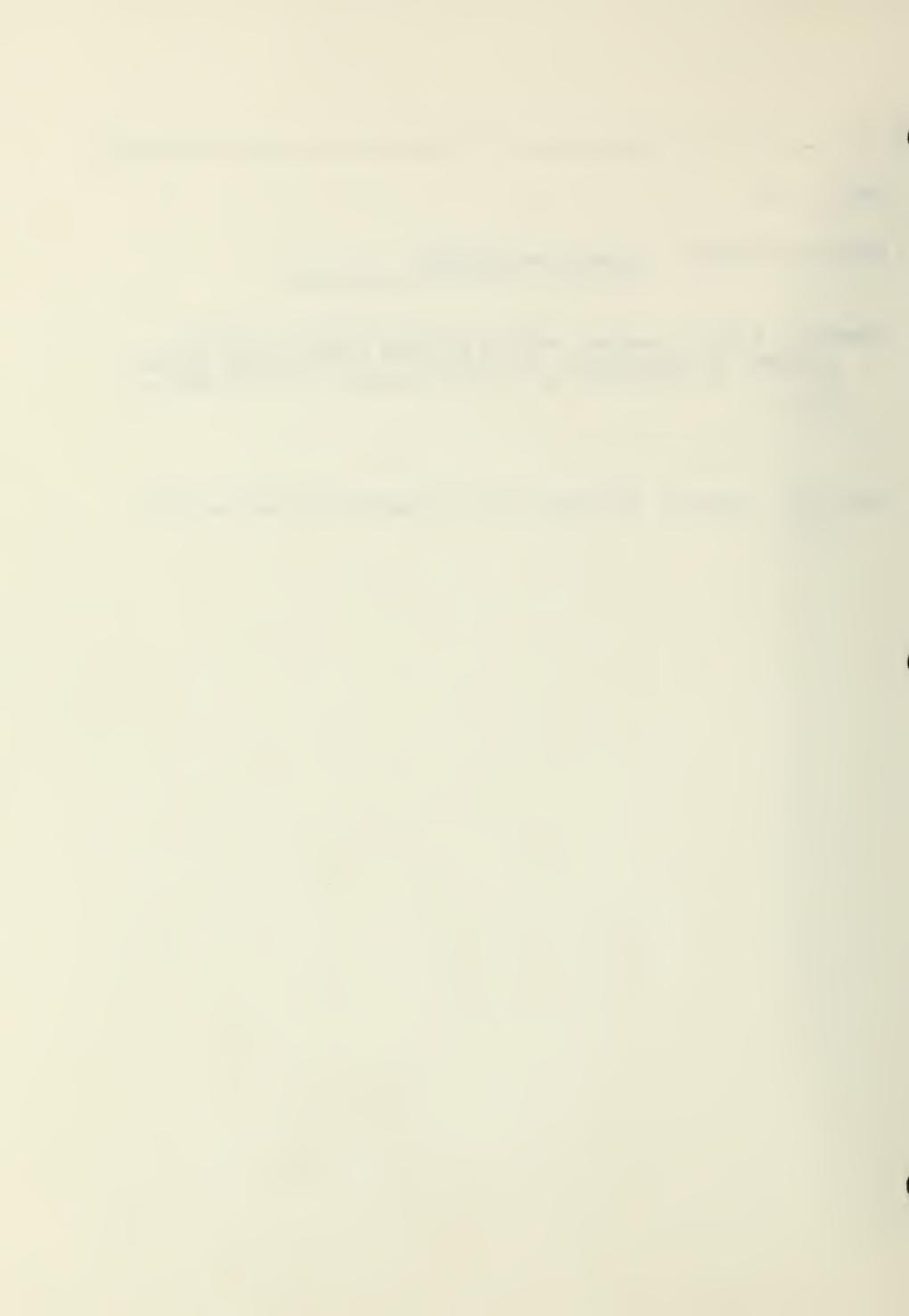
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PAGE: 286

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta requests adding Audited reports will be  
returned to department, following end of provision ending  
in, ". . . evaluations are to be returned to the Training  
Unit."

RESPONSE: Language amended to add recommended phrase as shown  
above.



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PAGE: 286

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta questions the reason for putting the fourth paragraph in parenthesis.

RESPONSE: Language amended to delete parenthesis.



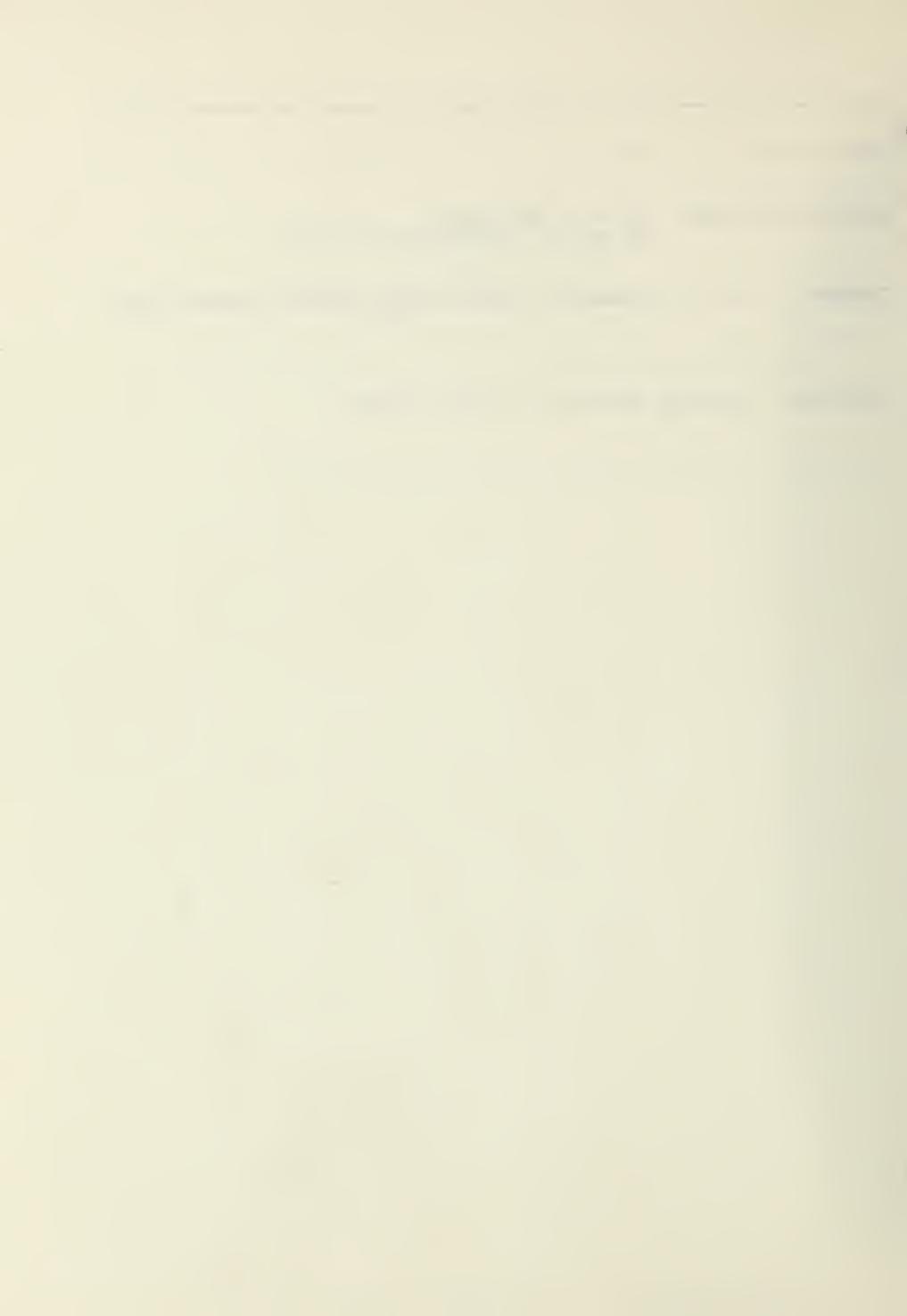
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PAGE: 286

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta recommends inserting CSC before Training Unit.

RESPONSE: Language amended to reflect above.



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PAGE: 286

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta recommends deleting the word work in sentence  
referencing"....reports outstanding for employees due a work  
performance evaluation."

RESPONSE: Language amended to delete the word work.



Provide for listing dates all evaluations are to be completed by departments.

Provide for generating a monthly notification report of all employees' due a performance evaluation in the forthcoming month.

Provide for listing dates evaluations are to be completed for employees in classes included in the Senior Management Service program. The list of evaluation dates is to be sent to the CSC Training Unit, and the evaluations are to be submitted to the CSC Training Unit. Audited reports will be returned to the department.

For permanent employees participating in the SMS program, salary increments are not automatic. For a salary increment transaction to become effective for a permanent employee participating in the SMS program, Civil Service must provide positive input to the Payroll/Personnel system based upon receipt of the evaluation report.

Provide for recording dates completed evaluation reports are received

- in departments
- in the CSC Training Unit for employees in SMS classes.

Provide for generating list of evaluation reports outstanding for employees due a performance evaluation.



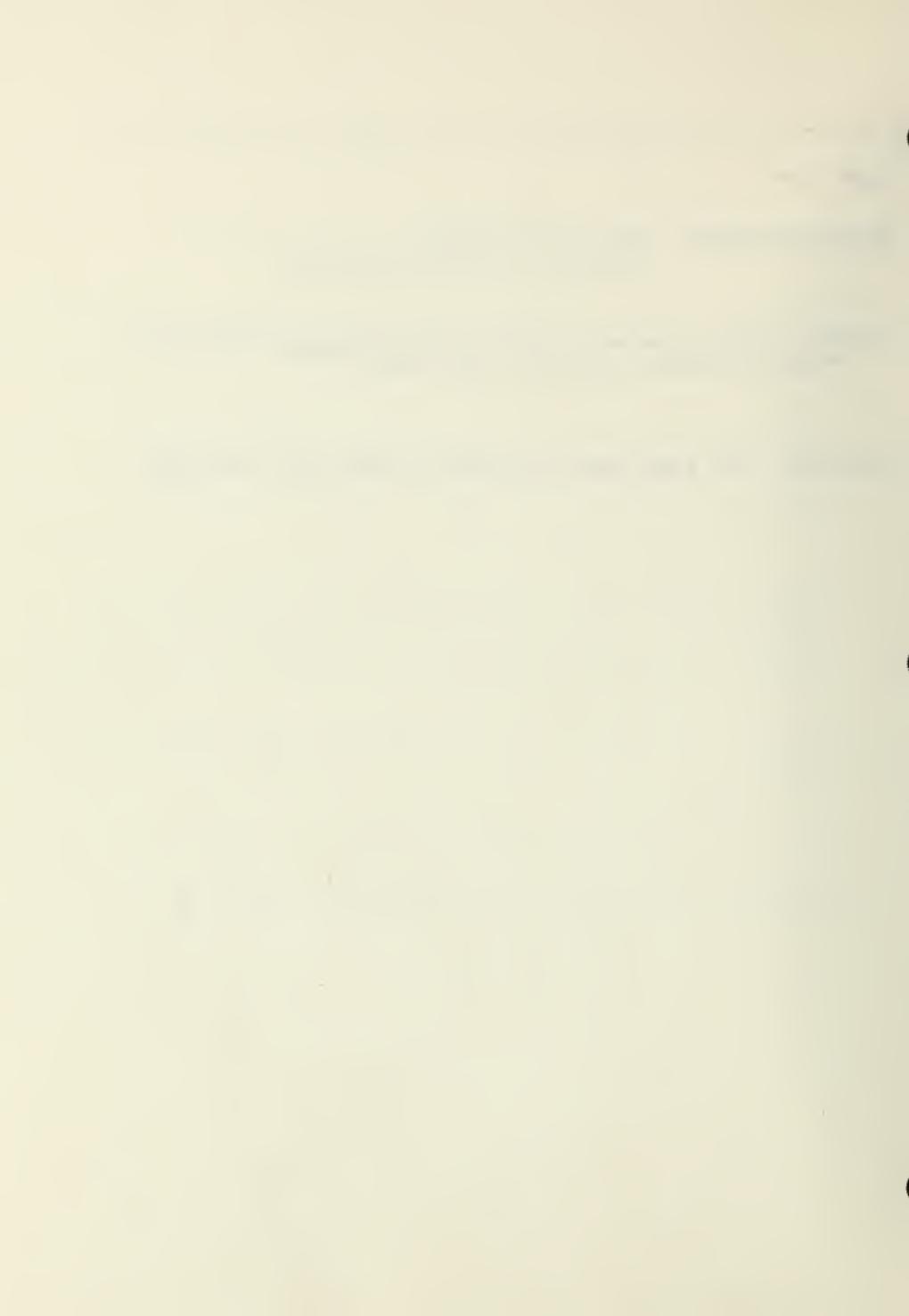
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PAGE: 287

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta requests deleting the word work in front of  
"Work Performance Evaluation Due Dates."

RESPONSE: Data Requirements amended to delete the word work.



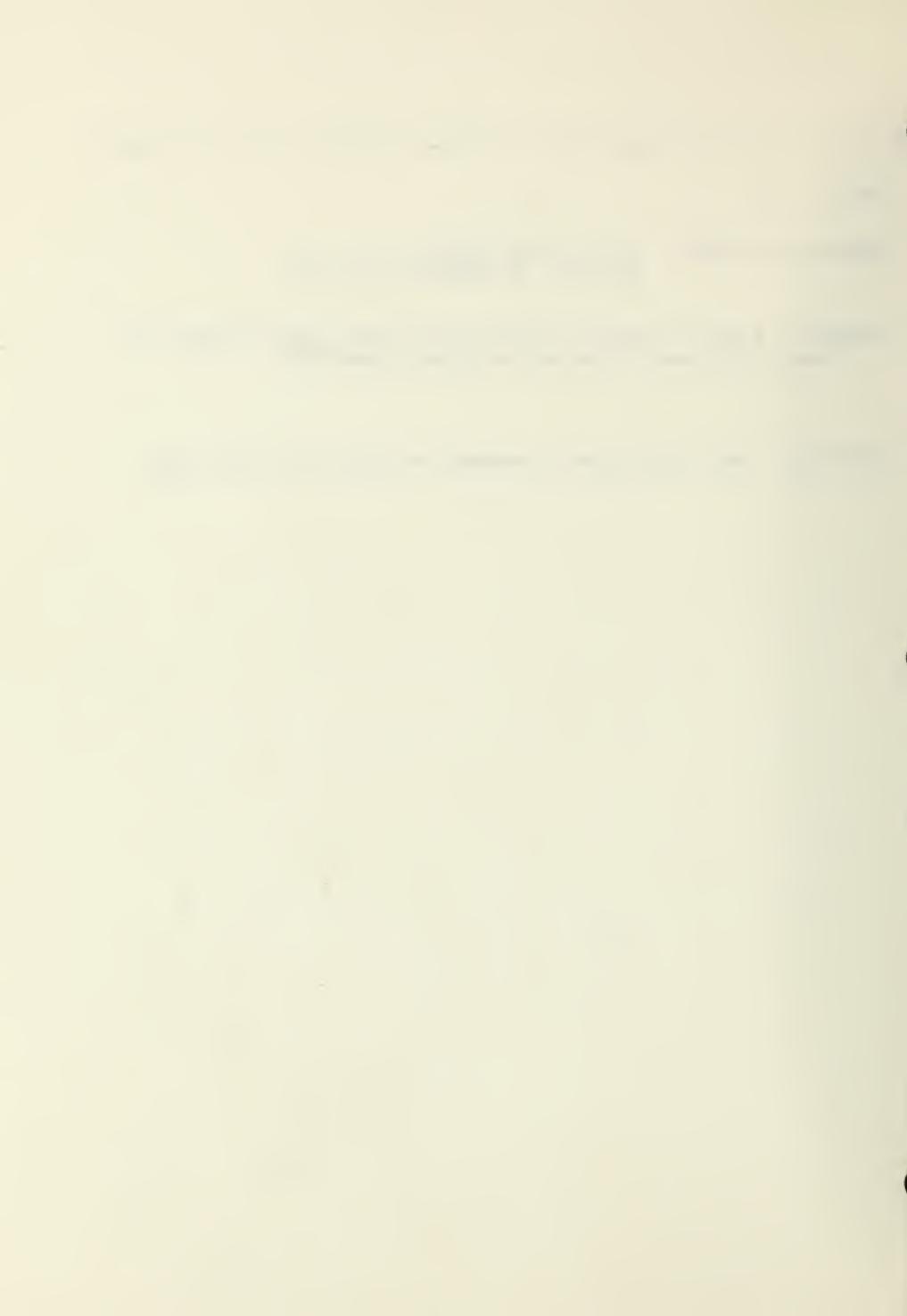
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PAGE: 287

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta requests deleting the word work in front of  
"Work Performance Evaluation Report Completed."

RESPONSE: Data Requirements amended to delete the word work.



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PAGE: 287

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta requests deleting the word work in front of  
"Work Performance Evaluation Report Not Completed."

RESPONSE: Data Requirements amended to delete the word work.



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PAGE: 287

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta requests deleting the word work from the sentence referencing "...based on work performance....." and adding, "..... whose evaluations are completed on: .."following the end of the current sentence.

RESPONSE: Reporting Requirements amended to delete the word work.



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PAGE: 287

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta requests deleting the phrase "....whose evaluations are completed on the...." from "....whose evaluations are completed on the Performance Evaluation Report...." also requests changing Performance Evaluation Report to Performance Appraisal Report.

RESPONSE: Reporting Requirements amended to reflect correct title of report.



c. DATA REQUIREMENTS

The following data elements are necessary to meet the needs of the Training Unit of the Civil Service Personnel Department:

Name of Employee

Classification Number and Title.

Employment Status of Employee:

Permanent

Permanent Exempt

Temporary Civil Service

Temporary Exempt

Non-Civil Service (NCS)

Limited Tenure (LT)

Effective Date of Appointment in Current Classification.

Department, Division or Bureau

Performance Evaluation Notification Date

Performance Evaluation Due Dates

Performance Evaluation Report Completed

Performance Evaluation Report Not Completed

d. REPORTING REQUIREMENTS

The following reports are required by the CSC Training Unit based on performance evaluation dates established for employees whose evaluations are completed on

- Performance Appraisal Report



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PAGE: 288

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta requests deleting the phrase, "...whose evaluations are completed on the ...." from ".....whose evaluations are completed on the Management Performance Evaluation Report."

RESPONSE: Language amended to delete the identified phrase.



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PAGE: 288

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta requests deleting the phrase "....participating in the SMS program and whose evaluations are completed on the....." and requests, ".... Management Evaluation Report" be changed to "Management Performance Evaluation Reports for SMS participants."

RESPONSE: Recommendations noted. Language amended to reflect such.



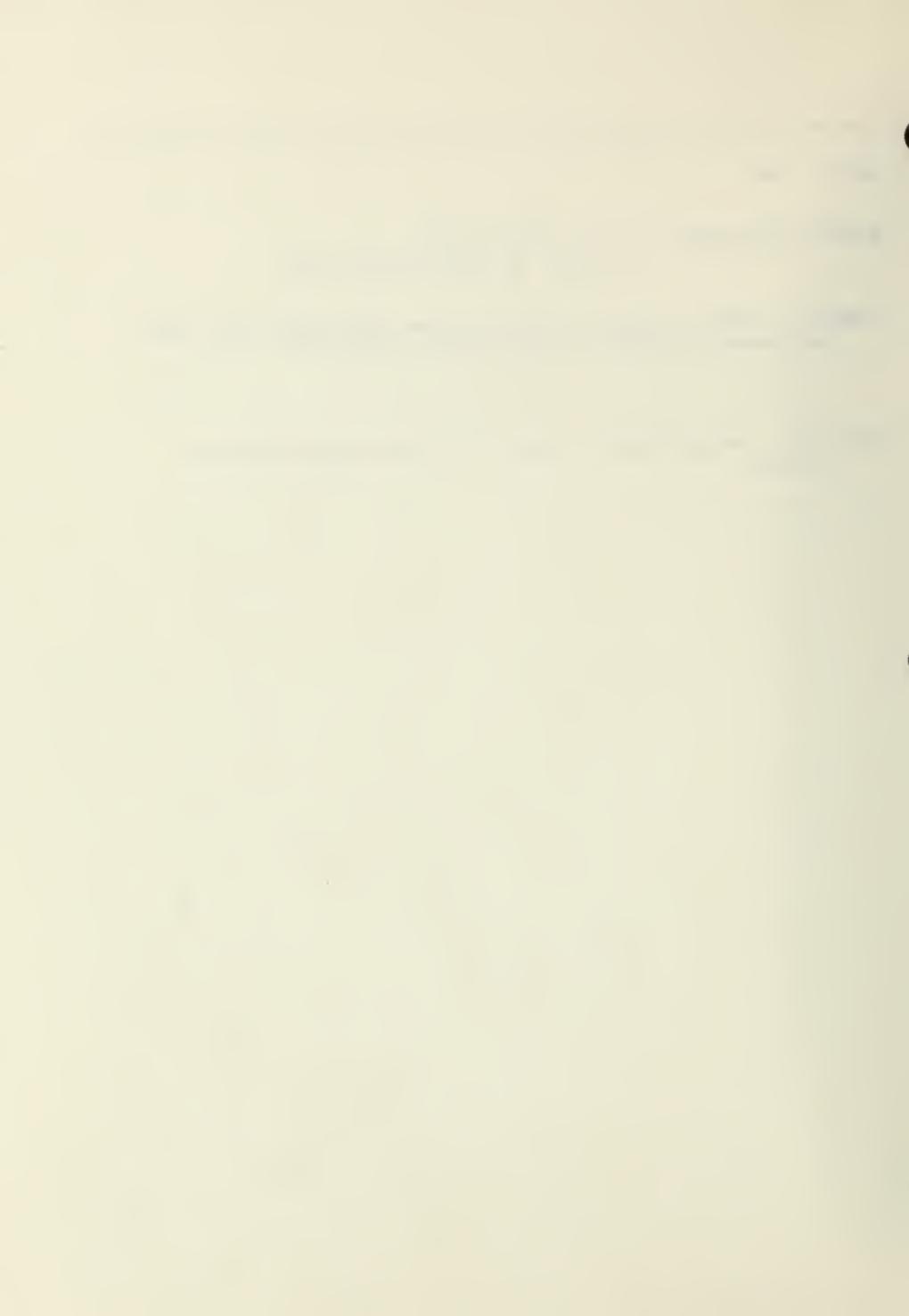
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PAGE: 288

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta requests deleting the word work from "Work  
Performance Evaluation Notification Dates."

RESPONSE: Recommendation noted. The word work has been  
deleted.



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PAGE: 288

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta requests deleting the word work from "Work Performance Evaluation Due Dates."

RESPONSE: Recommendation noted. The word work has been deleted.



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PAGE: 288

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta requests deleting the word work from "Work  
Performance Evaluations Completed."

RESPONSE: Recommendations noted. The word work has been  
deleted.



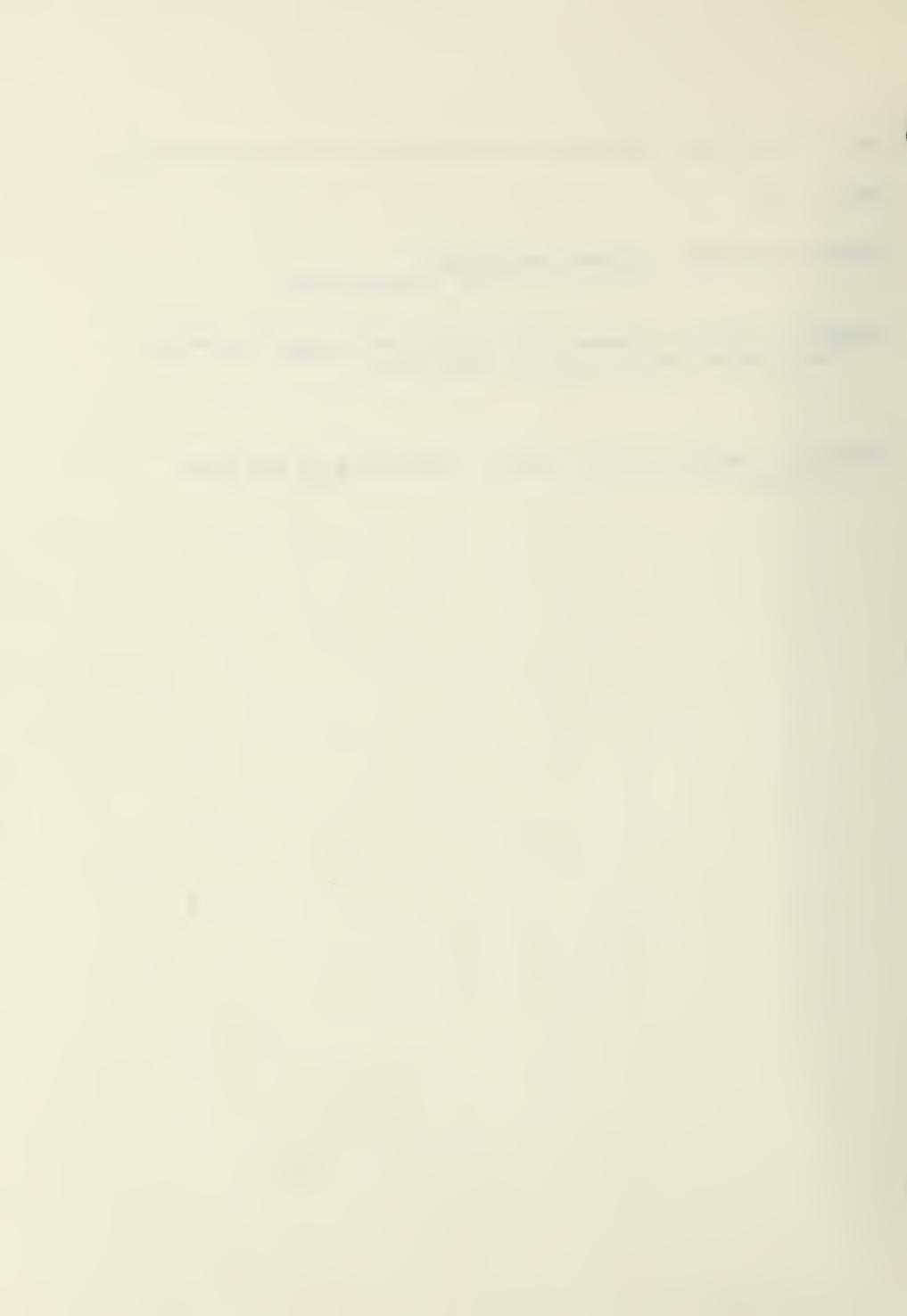
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PAGE: 288

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta requests deleting the word work from "Work Performance Evaluations Not Completed."

RESPONSE: Recommendations noted. The word work has been deleted.



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PAGE: 288

SOURCE/DEPARTMENT: Roberta McDonough,  
Director of CSC Training Unit

COMMENT: Roberta requests deleting the word work from "Work  
Performance Evaluations Not Completed."

RESPONSE: Recommendations noted. The word work has been  
deleted.



- Management Performance Evaluation Report
- Management Performance Evaluation Reports for SMS participants.

#### Reports

Performance Evaluation Notification Dates.

Performance Evaluation Due Dates.

Performance Evaluations Completed.

Performance Evaluations Not Completed.



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PAGE: 371

SOURCE/DEPARTMENT: Kuni Takeshita, Cont. ISD - PTSD

COMMENT: Paragraph 6: Kuni would like to restrict the amount of audit data to reduce system overhead.

RESPONSE: A good point. Add a sentence to note the possibility of logging only update transactions. We should examine carefully whether it is necessary to log any but update transactions in light of the security features of our selected system and in light of the overhead created.



#### D. ONLINE SYSTEM REQUIREMENTS

The online system should operate under CICS and support 3270-type terminals.

It should provide security by terminal, by operator, by inquiry, and by level of access (inquiry, data entry, file update). It should offer control of access at the data element level. It should be possible to restrict access by department.

The system should provide real-time update for master file changes or a fully transparent equivalent.

Ideally, the system should offer screen generating capabilities.

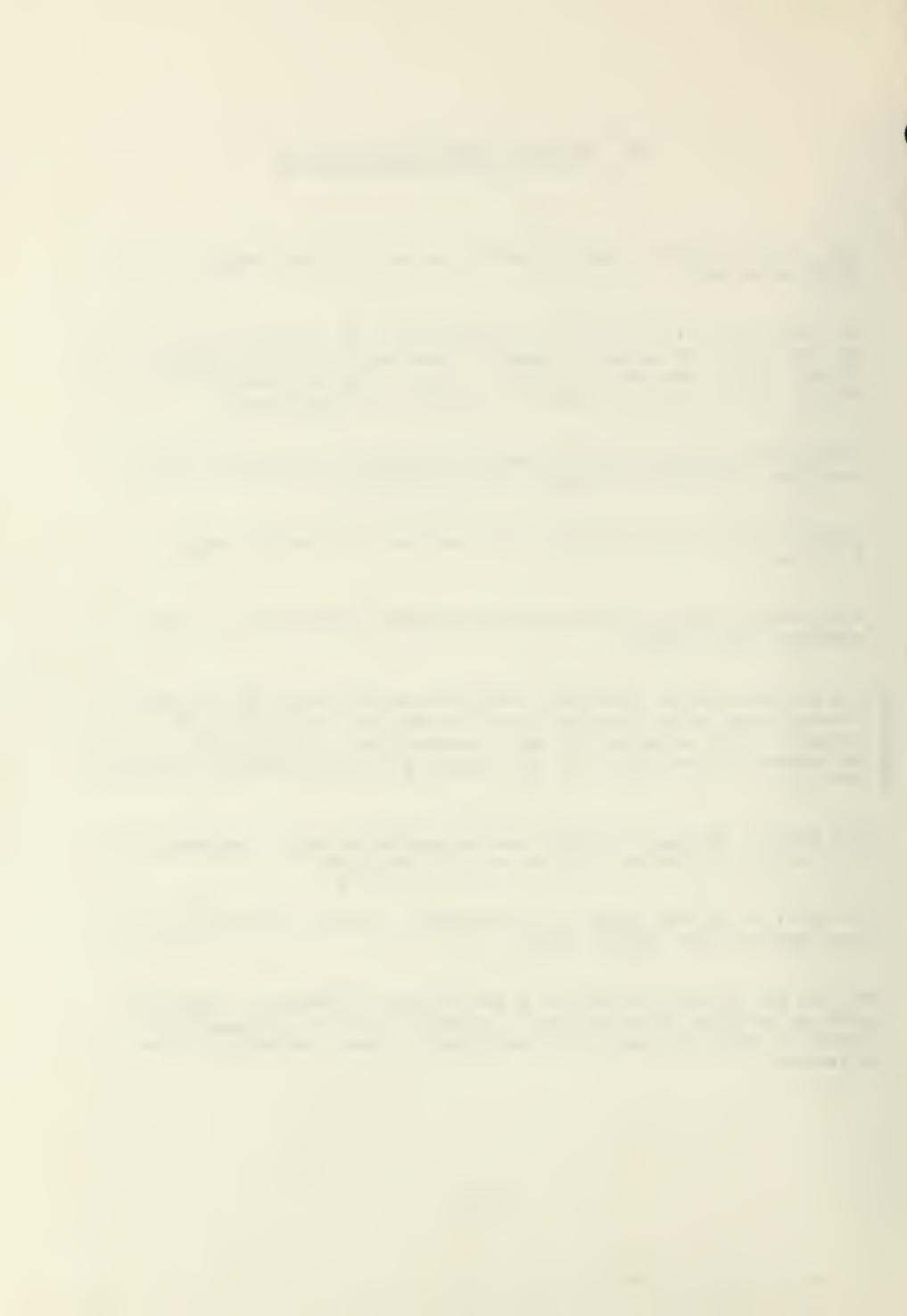
Application code for the online programs should be in CICS command level COBOL.

The system should provide a complete audit trail of all online transactions with time and date stamps, and operator and terminal ID's appended to each transaction. This can be limited to update transactions if the system provides thorough security features.

The design approach should tend to optimize quick response time with a goal of three to five second response.

The on-line system should perform full editing, including validation against the master file.

Screen design should follow a menu-driven approach. Features such as program function keys, bright intensity characters, flashing data fields, color attributes, etc., should be used to advantage.



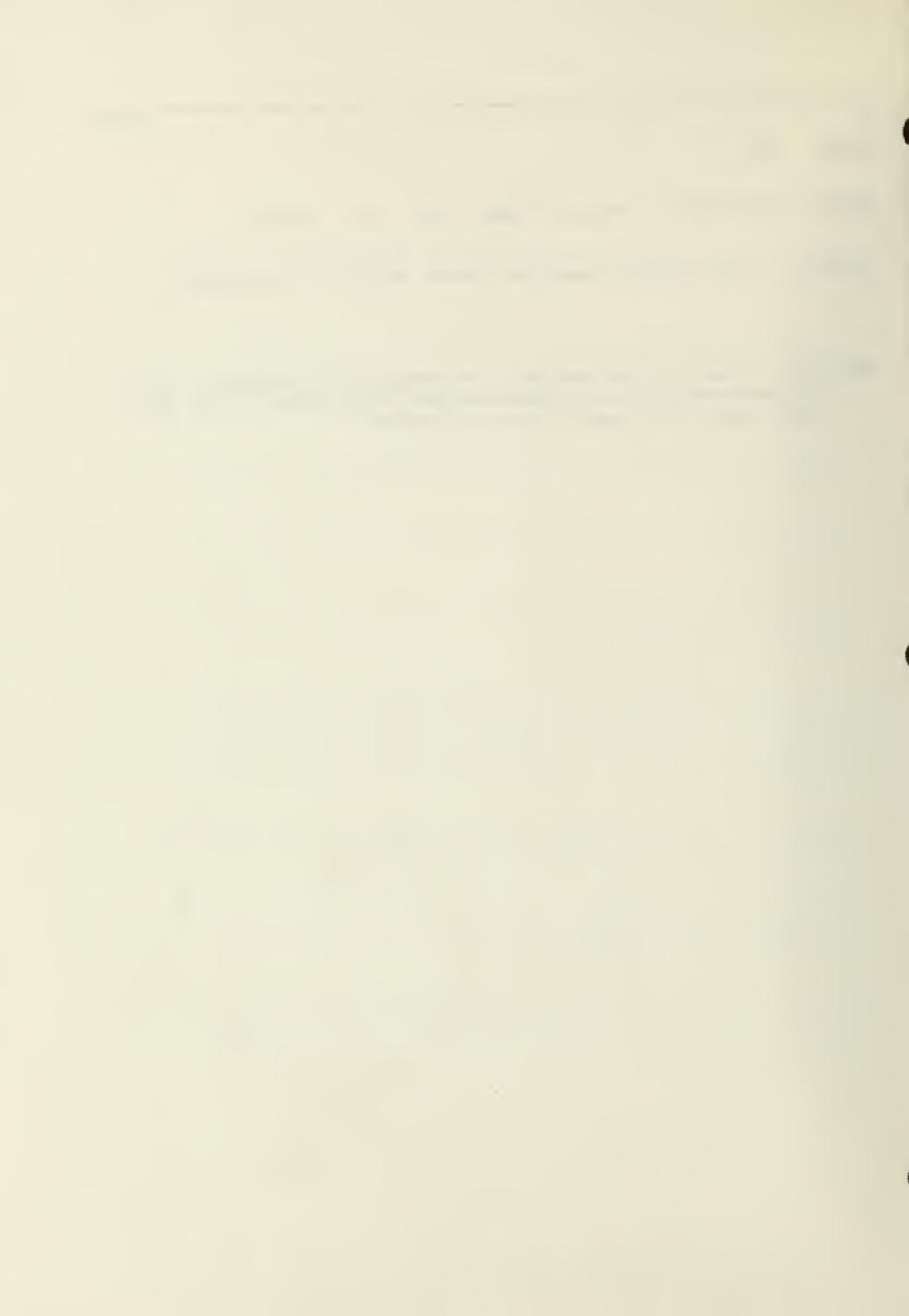
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PAGE: 376

SOURCE/DEPARTMENT: Stimson Lowe, Cont. ISD - PTSD

COMMENT: The specific computer model should not be stated.

RESPONSE: Reword this sentence to broaden its meaning. In the bid document we have specified 4341 Mod Group II and IBM 3083 Model E to cover future upgrades.



## G. OPERATIONS REQUIREMENTS

The system should run on an IBM 370/158, an IBM 4341-MG2, an IBM 3083 Model 3 and on other equivalent IBM mainframe models.

The system should run under MVS/SP1, MVS/SE1 Release 3.8, and successor operating systems.

It should be possible to process all steps in the payroll cycle (except printing) for all employees in no more than three to four hours. Run times for processing comparable volumes should be established during the software selection phase.

The system should not require operator intervention to enter dates or parameters.

Console messages to operators should be used only when absolutely necessary and not to report program initiation or termination, data exceptions, or other routine error conditions.

Programs should abort with a numbered and documented user ABEND code after displaying messages to the printer and console when an unrecoverable error is detected by the program logic. This can prevent erroneous execution of subsequent jobs dependent on the aborting job.

The system should not require that "control cards" (containing dates and control parameters) be prepared by job set-up. Other means for generating them should be established such as via a specially-designed program or through a user-maintained table.

No more than four (and normally no more than three) tape drives should be required simultaneously as jobs execute.

